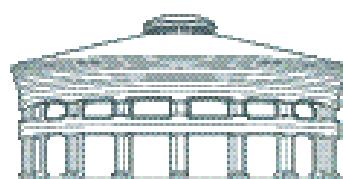




# 2009-2010

## CATALOG AND STUDENT HANDBOOK



**SHELTON STATE**  
COMMUNITY COLLEGE

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# SHELTON STATE COMMUNITY COLLEGE

Martin Campus  
9500 Old Greensboro Road  
Tuscaloosa, AL 35405  
205.391.2211  
[www.sheltonstate.edu](http://www.sheltonstate.edu)

C. A. Fredd Campus  
3401 Martin Luther King Boulevard  
Tuscaloosa, AL 35401  
205.391.2611  
[www.sheltonstate.edu](http://www.sheltonstate.edu)

## CATALOG AND STUDENT HANDBOOK Fall 2009 – Summer 2010

Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science Degrees

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College

Alabama State Board of Education

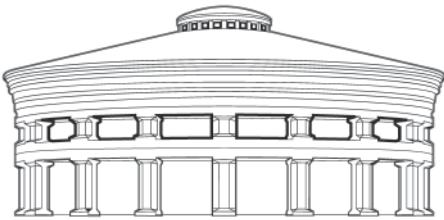
The Practical Nursing Program is approved by the Alabama Board of Nursing

The Associate Degree Nursing Program is approved by the Alabama Board of Nursing and accredited by the National League of Nursing Accrediting Commission (NLNAC)

The Emergency Medical Program is accredited by  
The Commission for Accreditation of Allied Health Education Programs (CAAHEP)

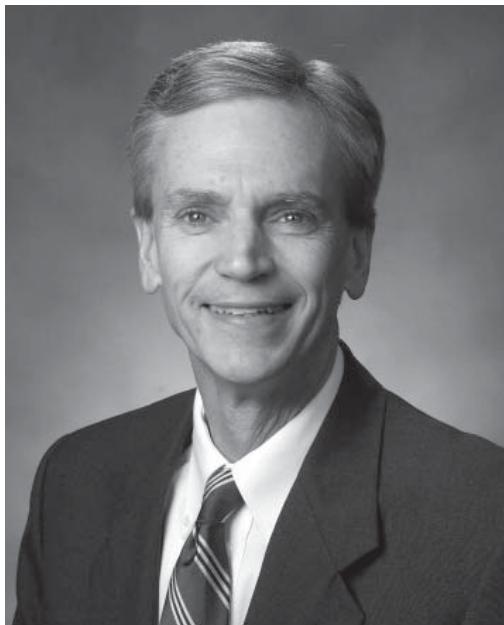
A member of  
The American Association of Community and Junior Colleges  
and The Alabama College Association

Check the College Web site, [www.sheltonstate.edu](http://www.sheltonstate.edu), for addendums



# SHELTON STATE

C O M M U N I T Y C O L L E G E



I congratulate you on your decision to take advantage of the many resources here at Shelton State Community College, a premier example of Alabama's Community Colleges. There has never been a better time to investigate and benefit from the College's offerings, which include career, transfer, and leisure learning for the entire community. I am pleased that you are interested in our College and the outstanding programs, services, and individuals that make Shelton State a leading institution of higher education in Alabama. I would encourage you to look carefully through this catalog and our Web site to view the many educational programs and services that we proudly offer.

Shelton State Community College is a broad based institution offering excellent academic, career, and technical education at two Tuscaloosa locations, the Martin Campus and the C.A. Fredd Campus. In addition to being among the largest two-year colleges

in Alabama, we are honored to be designated as an Historically Black College as well as Alabama's Community College for the Fine Arts. Furthermore, we offer Adult Education services, including GED preparation and English as a Second Language, and a full range of Workforce Development programming to meet West Alabama's ever-increasing demands for a better prepared workforce.

You will find a warm, friendly, student centered environment at Shelton State Community College. Whether your plans include completing a two-year transfer program, pursuing technical training leading to a high paying career field, preparing for your GED, or participating in our LifeLong Learning or Community Education programs, we are here to serve you. Regardless of your goals, Shelton State Community College is committed to supporting each and every student through personalized attention and quality education at an affordable price. If you have any questions, please call us at 205.247.SSCC (7222) or toll free at 877.211.SSCC.

Mark A. Heinrich, Ph.D.  
President

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*This catalog contains Alabama State Board of Education approved policies, regulations, and procedures which were in existence as the publication went to press. The College reserves the right to modify or amend any statements or policy to reflect current board policies, administrative regulations or procedures and applicable state or federal laws and regulations. Users are cautioned that changes in policies, procedures, and guidelines may have occurred since the publication of this material. In the event of such a conflict, the current statements of Board policy will prevail. Updates to amended policies and procedures will be available in the Counseling Center and on the Shelton State Community College Web site, [www.sheltonstate.edu](http://www.sheltonstate.edu).*

*Although the publisher of this catalog has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printer errors or errors occasioned by honest mistake. All information contained in this catalog is subject to change by the appropriate officials of Shelton State Community College without prior notice.*

## VISION STATEMENT

*Our vision of Shelton State Community College:  
A college dedicated to learning  
A college recognized for its commitment to excellence  
A college responsive to students and community*

## MISSION STATEMENT

Shelton State Community College is a public, open-admission, comprehensive, community college whose primary mission is to provide accessible postsecondary education, training, and community educational opportunities.

## SCOPE

Shelton State Community College offers service at two approved campuses, the Martin Campus and the C.A. Fredd Campus, and is designated as a Historically Black College and University (HBCU). The College is home to the West Alabama Center for Workforce Development as well as the Shelton State Adult Education/Career Readiness Program and enjoys a distinction as the Alabama Community College of the Fine Arts.

Shelton State recognizes the activities listed below as specific components of its mission.

1. Provide general education programs at the level of the first two years of college.
2. Provide qualified teaching, supported by adequate facilities, in a climate conducive to learning.
3. Provide adequate facilities to encompass the needs of current and future student populations.
4. Provide educational programs to prepare students for transfer to upper-division college programs or to specialized linkage programs.
5. Provide career/technical and specialized workforce education and training programs through which students may acquire job skills for employment and workers may upgrade job skills.
6. Provide developmental education to help students acquire the competencies necessary for success in college-level courses.
7. Provide a library of print and non-print materials and services to support all instructional areas.
8. Provide a broad range of student support services.
9. Encourage student participation in the life of the College.
10. Educate students to live and work in a global community.
11. Promote constructive relationships with business, government, and industry.
12. Cooperate with the community in educational, cultural, and civic projects appropriate to school policies and procedures.
13. Respond, when possible, to other educational needs of the community by offering courses and workshops which provide personal, civic, and cultural enrichment.
14. Encourage high quality performance of College personnel through professional development.
15. Maintain a comprehensive planning system to promote institutional effectiveness.
16. Remain flexible and responsive to innovative educational enterprises that have potential benefits for the future of the College and the community it serves.
17. Provide educational access and opportunities responsive to the needs of a culturally diverse community.
18. Integrate current technology into all operations, services, and functions of the College.
19. Provide a multifaceted Adult Education program.
20. Promote the principles of Continuous Quality Improvement in all aspects of the College.

Shelton State Community College attempts to achieve its mission according to the policies and procedures of the Alabama State Board of Education.

## INSTITUTIONAL VALUES

*Excellence  
Integrity*

*Accountability  
Transparency*

*Quality  
Affordability*

## NONDISCRIMINATION STATEMENT

Shelton State Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States will, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits thereof, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Shelton State Community College to be in accordance with Title IX of the Education Amendments of 1972, which provides that no person in the United States will, based on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. Any individuals wishing to report acts of racism or bigotry at Shelton State Community

College should contact the Office of the Dean of Student Services, Martin Campus, 205.391.2217, or the US Department of Education Office for Civil Rights, 404.532.6350.

In addition, the College is in compliance with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the recruitment and employment of faculty and staff, or the operation of any of its programs and activities, as specified by Federal Law and Regulations. The Section 504 Coordinator for students is the Dean of Students.

Persons or any specific class of individuals who believe they have been subjected to discrimination prohibited by Titles VI, IX, Section 504, or an Act or Regulation issued there under may, alone or with a representative, file with the United States Commissioner of Education or with this institution, or with both, a written complaint.

## EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

It is the official policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the State Board of Education, that no person in Alabama will, on the grounds of race, color,

disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.

## SHELTON STATE COMMUNITY COLLEGE

### MARTIN CAMPUS

Shelton State Community College is part of a state system of public colleges. This system originated in the Alabama Trade School and Junior College Authority Act enacted by the state legislature in May 1963. The governing board for the institutions within this system is the Alabama State Board of Education (ASBE) and the Chancellor, Alabama Community College System, Department of Postsecondary Education, is the chief executive officer of the system.

Shelton State Community College was established by resolution of the ASBE on January 1, 1979. That resolution combined two existing institutions: Shelton State Technical College, established in 1952, and the Tuscaloosa branch campus of Brewer State Junior College, an institution whose main campus was located in Fayette, Alabama. The Tuscaloosa branch campus of Brewer State had been in operation since 1972.

### C. A. FREDD CAMPUS

In 1994, Shelton State Community College consolidated with C. A. Fredd State Technical College, another public two year college located in Tuscaloosa. The new institution created by the consolidation retained the name of Shelton State Community College, and the president of Shelton State was named president of the consolidated institution. The

institution now called Shelton State Community College, C. A. Fredd Campus, was created by the state legislature in 1963 as Tuscaloosa State Trade School. In 1974, the institution became Tuscaloosa State Technical College and was authorized by the ASBE to grant the associate degree.

In 1976, the college name was changed to C. A. Fredd State Technical College to honor the first president of the institution. C. A. Fredd State Technical College was recognized as one of the nation's Historically Black Colleges and Universities. Shelton State Community College maintains that identity and continues the specific HBCU mission of promoting educational access and opportunity for all students in a culturally diverse community.

### ALABAMA COMMUNITY COLLEGE OF THE FINE ARTS

In 1997, in recognition of its contributions to and potential in art, music, dance, and theatre, the Alabama Legislature, by joint resolution, designated Shelton State Community College as the Alabama Community College of the Fine Arts. The mission statement for the State Community College of the Fine Arts is to provide accessible, inclusive educational and cultural opportunities for students and citizens of Alabama through quality instruction and innovative arts programming. Joining together amateurs and professionals, technology and tradition,

the College encourages the development of excellence in a broad range of artistic expressions.

In 1998 Shelton State and Theatre Tuscaloosa founded The Alabama Stage and Screen Hall of Fame to honor Alabamians, by birth and adoption, who have made significant contributions to film, television, or theatre. Past inductees include Tallulah Bankhead, Rebecca Luker, Truman Capote, George Lindsey, Dean Jones, Hugh Martin, and Jim Nabors. The Gala to commemorate inductees is held on the Martin Campus and has become one of the most significant cultural events in Alabama.

### **SANDRA HALL RAY FINE ARTS CENTER**

The Sandra Hall Ray Fine Arts Center honors one of Tuscaloosa's most outstanding cultural, educational, and business leaders. This Center is home to the Shelton State Community College Fine Arts Division, Theatre Tuscaloosa, and The Alabama Stage and Screen Hall of Fame. The Hall Ray Fine Arts Center facilities include the Bean Brown Theatre; the Alabama Power Recital Hall; the Bell South and National Bank of Commerce Galleries; Painting, Drawing, and Photography Studios; and a Dance Studio.

The Shelton State Community College Music Department with choral and instrumental rehearsal rooms, faculty studios, an electronic keyboard classroom, and student practice rooms is also located in the Hall Ray Fine Arts Center. The Sandra Hall Ray Fine Arts Center at Shelton State Community College is unique among community colleges in Alabama and places Shelton State among the elite arts education institutions in the southeast.

### **WEST ALABAMA CENTER FOR WORKFORCE DEVELOPMENT**

The West Alabama Center for Workforce Development was developed to ensure a coordinated effort between Shelton State Community College, business and industry, and workforce agencies in the West Alabama area. The Center coordinates programs which provide instruction of basic skills to entry level workers as identified by local business and industry for entry level jobs in their companies. The Center works in collaboration with the Region 3 Workforce Development Council which is part of the Governor's Office of Workforce Development. As an authorized ACT WorkKeys Service Center in Alabama, the Center supplies certified WorkKeys® Job Profilers and extensive WorkKeys assessment capabilities.

The Center also offers the Alabama Career Readiness Credential (CRC). The CRC is a portable credential which documents an individual's skill level in Applied Math, Locating Information and Reading for Information. For more information, call 205.391.2482.

### **CAREER SERVICES CENTER CAREER ADVISING/JOB PLACEMENT**

As part of Shelton State Community College's Career Services Center, the College believes that success begins with an individual being allowed the opportunity to explore career possibilities and available options. Shelton State's Career Advising Program provides assessments that assist the participant in identifying personal interests, abilities, and work values, which will help to set educational/career goals and to develop an effective plan to achieve those goals. In addition to career advising, the Center, which serves as a liaison for current students, alumni, and West Alabama business and industry, offers result-oriented job placement.

Examples of service include: wage information, industry trends, internship/co-op/apprenticeship information, employer profiles, resumé proofreading, Interview Stream program to prepare for actual interviews, on-campus interviews, current job openings, resumé posting, and an annual job fair. The Center welcomes the opportunity to provide career advising, training, and job placement. For more information contact 205.391.2461 or 205.391.2204.

### **TRAINING FOR EXISTING BUSINESS AND INDUSTRY (TEBI) CENTER**

Shelton State Community College offers the West Alabama community a wide variety of services through Training for Existing Business and Industry (TEBI). Focusing on developing community and corporate partnerships, the division works closely with local business leaders to provide professional instruction that upgrades the skills needed in today's workplace. TEBI offers training in computer applications, industrial maintenance, leadership development, and customer service. The training is customized and tailored to meet individual industry needs. For more information, call 205.391.2434.

### **CONTINUING EDUCATION/NON CREDIT SKILLS TRAINING**

Shelton State Community College's Continuing Education program offers short term, non-credit courses to meet the changing skill and training needs of workers of all ages in the West Alabama area. A wide variety of courses are offered at affordable prices and convenient times. Classes range from professional development courses to industry specific skill training. Courses are provided for many professional careers that require continuing education to maintain licensing. For more information, call 205.391.2386.

### **READY TO WORK**

Ready to Work is a program that delivers well-qualified applicants for entry-level positions in industry and manufacturing. It assures that new employees demonstrate the qualities for personal responsibility that the workplace demands. Ready to Work at SSCC joins the resources of the

College with West Alabama industry for an innovative and affordable solution to employer needs. Ready to Work provides customized pre-employment classes for prospective employees in industry. The five week program prepares adults looking to change or start manufacturing careers that offer competitive wages, benefits, and advancement.

The pre-employment initiative of the West Alabama Center for Workforce Development features tough standards for completion and a highly disciplined 60-hour classroom curriculum. Safety, personal responsibility, workplace standards, and manufacturing processes are emphasized. Graduates are well qualified for work and ready to interview for employment. Trainees will also have documented assessments in WorkKeys that qualify them for the Alabama Career Readiness Certificate (CRC) administered by Alabama Industrial Development and Training (AIDT).

### **TRUCK DRIVER TRAINING**

Shelton State Community College's Truck Driver program introduces the student to the fundamentals of becoming a professional commercial motor vehicle driver. Admission requirements of the truck driving program are:

1. student must pass a Federal DOT physical and drug screen;
2. student must possess a current class "D" driver's license;
3. student must provide a current Moving Violations Report from the Alabama Department of Public Safety.

For more information on this program, contact the Office of Continuing Education, 205.391.2386.

### **JOB PLACEMENT CENTER**

In addition to a quality education, Shelton State Community College offers result-oriented career assistance through the Job Placement Center. The Shelton State Job Placement Center serves as a liaison for current students, alumni, and West Alabama business and industry. The Job Placement Center welcomes the opportunity to provide services and make a difference in the lives of currently enrolled students and alumni by providing employers with qualified potential employees. Examples of services include: wage information for cities across the country, industry trends, internship information, employer profiles, resume proofreading, on-campus interviews, current job-openings, resumé posting, and career workshops hosted by local business and industry. For more information, contact the Job Placement Center, 205.391.2461.

### **ADULT EDUCATION**

The Shelton State Community College Adult Education Program provides services to Bibb, Greene, Hale, Sumter, and Tuscaloosa counties. The program operates under the direction of the Alabama Department of Postsecondary Education. Instruction is provided via traditional and online classes. GED and Career Readiness Credential preparation, graduation exam help, and skills remediation are offered in all five counties at no cost to students. In addition, English as a Second Language (ESL) classes, and Project Literacy United States (PLUS) tutoring are offered in Tuscaloosa County. Adult Education focuses on assisting adults in obtaining knowledge and skills for employment and self-sufficiency. Contact the Office of Adult Education, C.A. Fredd Campus, 205.391.2662.

### **COMMUNITY EDUCATION**

Community Education offers a wide variety of courses at affordable prices and convenient times designed to meet the interests of the community in the area of leisure learning. Shelton State Community College takes the lead in providing courses of interest to the community. Personal interest programs include a wide variety of courses for people of all ages. Children's programs include ballet, jazz, modern dance, fencing, and an academic enrichment program known as Kidz Kollege. Exercise classes designed specifically for adults are offered. Students enrolled in Community Education courses are not required to have a high school diploma or a GED. A complete schedule of classes is available on the College Web site, [www.sheltonstate.edu](http://www.sheltonstate.edu). Contact the Office of Community Education, 205.391.2323, for information or to request a schedule.

### **THE LAWRENCE "LARRY" MUND LIFELONG LEARNING CENTER**

Shelton State Community College believes that learning continues throughout one's lifetime. The Lifelong Learning Center is designed to provide a variety of classes to senior adults, age 55 and older, in a convenient and relaxed environment. Academic, wellness, and personal interest courses are offered each semester. A complete schedule of classes is available on the College Web site, [www.sheltonstate.edu](http://www.sheltonstate.edu). Contact the Lawrence "Larry" Mund Lifelong Learning Center, 205.391.2323, for information or to request a schedule.

# SHELTON STATE COMMUNITY COLLEGE QUALITY IMPROVEMENT

## TEAMSpirit

TEAMSpirit is the ongoing “Quality Improvement Initiative” through which Shelton State Community College has transformed itself from a traditional committee system to a team-based model for employee participation in College governance. TEAMSpirit has also established a process for continuous improvement of College operations and services through which all College employees are trained in Continuous Quality Improvement (CQI) principles and methods. TEAMSpirit provides professional development for College employees and leadership opportunities and learning experiences for selected student volunteers.

Through TEAMSpirit, employees may voluntarily participate in the governance of the College by serving on one of five Systems Improvement Teams (SI Teams), on the College Quality Council, or on an Action Group. SI Teams focus on the continuous improvement of selected operational systems, processes, or services. Conversely, Action Groups are more task oriented and focus on completion of a specific task (i.e. commencement, awarding of scholarships, publishing the College catalog, etc.).

Every new employee at the College participates in Continuous Quality Improvement (CQI) training classes. New employees are expected to enroll in the training during their first-year at the College. Once they complete the training, employees are eligible to serve on one of the teams that form the TEAMSpirit Initiative.

## QUALITY COUNCIL

The TEAMSpirit Initiative is guided and monitored by the College’s Quality Council. The Shelton State Community College Quality Council is a 10-member team that serves as a planning unit and forum for coordination and communication between the SI Teams and the College community. The purpose of the Quality Council is to provide leadership, sponsorship, focus, and direction to the quality improvement process. Its goal is to continuously improve services to our customers. The Quality Council promotes cooperation, collaboration, and teamwork throughout the organization; encourages the use of “Quality Improvement” tools and techniques; continuously monitors the Quality Improvement Process; and seeks to ensure the development of teams as they work toward continuous improvement of the institution’s processes and services to its customers.

## SYSTEMS IMPROVEMENT TEAMS (SI Teams)

The College utilizes five permanent Systems Improvement Teams to facilitate the continuous improvement of College operations, processes, or services. Each team is responsible for making selected improvements within a cluster of assigned processes (quality clusters). The five teams are: SI Team I – Educational Programs; SI Team II – Customer and Student Services; SI Team III – Technology Systems and Services; SI Team IV – Community Relations and Administrative Systems; and SI Team V – Institutional Resources. All members of SI Teams complete a training course in the principles, tools, and techniques of Continuous Quality Improvement (CQI).

## ALABAMA QUALITY AWARDS

Shelton State Community College has won three awards, two silver and one bronze, in the Alabama Quality Awards Team Showcase sponsored by the Alabama Productivity Center located on the University of Alabama campus in Tuscaloosa. As of 2006, Shelton State is the only community college in Alabama to win Team Showcase Awards. The Quality Council and SI Teams serve as an integral part of the College’s governing structure and facilitate improvement projects, activities, and special events to improve services for our customers and energize our personnel.

# ADMISSIONS/RECORDS INFORMATION

## GENERAL SUPERVISION

Admission policies at Shelton State Community College are administered by the Student Services Division which operates under the direction of the Office of the Dean of Student Services.

The Office of Admissions and Records is responsible for interpreting and implementing Alabama State Board Policy as well as federal, state, and local laws and policies in regard to admission of students to the College and the maintenance of academic records.

## ADMISSION APPLICATION PROCEDURES

### A. Students Entering Shelton State Community

#### College for the First Time

1. All students must complete the Application for Admission and present either; (1) one primary form of documentation, or (2) two secondary forms of documentation. See Addendum A. Applicants must submit the documentation in person within the Office of Admissions & Records or through a notarized copy by U.S. Mail. All requested information on the application must be provided.

Applications may be:

- a. submitted online at [www.sheltonstate.edu](http://www.sheltonstate.edu), complete with the Application Signature Page;
- b. obtained (a printable version) from Shelton State Web site, [www.sheltonstate.edu](http://www.sheltonstate.edu);
- c. obtained (a paper copy) in the Office of Admissions and Records

2. Students Entering Status
  - a. High school graduates who have never attended college should request that the high school mail an official transcript with a graduation date posted and diploma type directly to the Office of Admissions and Records, Box 190, Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
  - b. Applicants who hold the General Educational Development (GED) must have an official GED transcript sent directly to the Office of Admissions and Records from the test site or the Alabama State Department of Education.
  - c. Applicants who have received an Alabama Occupational Diploma should request that the high school mail an official transcript directly to the Office of Admissions and Records, Box 190, Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405, and refer to "Admission of Ability to Benefit Students"

under the Types of Admission section. Students with a qualifying ACT or SAT scores should refer to 1d under the "Types of Admission" section.

- d. Students who have received a Certificate of Attendance should refer to "Admission of Ability to Benefit Students" under the "Types of Admission" under the Admissions Requirements section.
- e. Applicants who have not completed high school and who have not earned a GED certificate should refer to "Admission of Ability to Benefit Student" under the "Types of Admission" under the Admission Requirements section.
- f. Students who transfer from another college must request that official transcripts from each college previously attended be mailed to Shelton State. Applicants who have completed a baccalaureate degree or higher and who do not plan to pursue a degree at Shelton State are only required to submit an official transcript from the institution granting the highest degree.
- g. Students who intend to remain at Shelton State for only a single term may enroll as transient (rather than transfer) students (see section on "Admission of Transient Students" under the "Types of Admission" under the Admissions Requirements section).
- h. High school students who are enrolling through Dual Enrollment/Dual Credit or Accelerated High School status must meet all eligibility requirements. See "High School Students" under the "Admissions Requirements" section.

3. Prospective students should contact the Counseling Center for information concerning assessments required by the College.
4. A male applicant between the ages of 18 and 26 must document that he has registered with the U.S. Selective Service System in accordance with section 36-26-15.1 of The Code of Alabama of 1974 (as amended).

### B. Readmission

Former students of Shelton State who have not been in attendance within one calendar year will be required to complete an application for readmission. If these students have attended college elsewhere during this period, official transcripts are to be mailed to the Office of Admissions and Records, Box 190, Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.

Note: All student records not related to a student's permanent academic record will be destroyed five years from the last date of attendance.

### C. Time of Admission

Applications may be submitted at any time during any semester. Students are urged to apply in advance of the time they wish to enroll.

## ADMISSION REQUIREMENTS

### A. Admission Requirements

#### 1. For admission to Shelton State Community

##### College an applicant must provide:

- a. One primary form of documentation such as an unexpired Alabama driver's license; an unexpired Alabama identification card; an unexpired U.S. passport; an unexpired U.S. permanent resident card; OR
- b. Two secondary forms of documentation, one of which must be a photo identification card other than those specified in a, AND one additional form of identification such as a Certificate of Naturalization, a Social Security card, or a certified copy of a U.S. birth certificate. Refer to Addendum A on page 18.

2. For admission to an Alabama Community College System institution, all international applicants must provide a VISA acceptable to the United States and an official translated copy of the student's high school/college transcript; a minimum score on an approved English as a Foreign Language exam as specified in the guidelines; signed, notarized statement verifying adequate financial support; and documentation demonstrating adequate health and life insurance which must be maintained during enrollment.

An applicant who fails to satisfy the requirements of 1 or 2 will not be admitted to Shelton State Community College. Students enrolled in an Alabama Community College System institution prior to the implementation of this policy will not be affected by the requirements of this section.

3. Applicants must submit the documentation identified in 1 or 2 in person or through a notarized copy of U.S. Mail prior to admission.
4. For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the

Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

5. All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with § 36-26-15.1 of the Code of Alabama of 1974 (as amended).

### B. Types of Admission

#### 1. Unconditional Admission of First-Time College Students

An applicant who has not previously attended a duly accredited postsecondary institution will be designated a first-time college student/native student. "Duly accredited" shall mean that the institution granting the degree shall have been accredited to award such degree in the individual's program of study at the time of such award, by one or more accrediting agencies recognized by the United States Secretary of Education under Title 34, Part 602 of the United States Code of Federal Regulations, or the degree was awarded by an institution outside of the United States and the institution's award of such degree would be generally recognized as eligible for recognition for credit and professional qualification by duly accredited institutions within the United States.

For unconditional admission and to be classified as "degree eligible," applicants must have on file at the institution a completed application for admission and meet at least one of the following criteria:

- a. an official transcript showing graduation with the Alabama High School Diploma, as defined by the Alabama State Board of Education, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally accredited high school; or
- b. an official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma, as defined by the Alabama State Board of Education, issued by a non-public high school (See Addendum B), and proof of passage of the Alabama Public High School Graduation Examination; or
- c. an official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma, as defined by the Alabama State Board of Education, issued by a non-public high school (See Addendum B), and evidence of a minimum ACT score of 16 or a total score of 790 on the SAT; or
- d. an official transcript showing graduation from high school with a high school diploma equivalent to

the Alabama Occupational Diploma, as defined by the Alabama State Board of Education, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school (See Addendum B), and evidence of a minimum ACT score of 16 or a total score of 790 on the SAT; or

e. the Student holds an official GED Certificate issued by the appropriate State education agency.

**2. Conditional Admission of First-Time Students**

a. Conditional Admission may be granted to an applicant if the College has not received proof that he/she has satisfied one of the admission requirements identified in 1a-1d above. Students who received a GED certificate and students who did not graduate high school are not eligible to be conditionally admitted.

b. If all required admissions records have not been received by the institution prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records. The student shall not be allowed to enroll for a second semester unless all required admission records have been received by the institution prior to registration for the second semester.

**3. Admission of Ability to Benefit Students**

a. In keeping with the mission of the Alabama Community College System, applicants with less than a high school diploma or GED may be admitted to courses not creditable toward an associate degree or programs comprised exclusively of courses not creditable toward an associate degree, provided that he/she meet following criteria:

- i. be at least 16 years of age; and
- ii. not have been enrolled in secondary education for at least one calendar year, or provides a written recommendation from the local superintendent of education, and;
- iii. has specifically documented ability-to-benefit based on an assessment approved by the federal government, or holds an Alabama Occupational Diploma, as defined by the Alabama State Board of Education, the high school diploma of another state equivalent

to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has not achieved a minimum ACT score of 16 or a total score of 790 on the SAT.

b. Students who wish to enroll in designated Ability-to-Benefit programs and courses must take an Ability-to-Benefit test. An independent tester administers the Ability-to-Benefit test to determine if the student can enter one of the designated programs. The student must achieve a minimum score to enter one of the designated Ability-to-Benefit programs. Students who hold the Alabama Occupation Diploma are not required to take the Ability-to-Benefit test.

c. Shelton State offers the following Short Term Certificate (STC) Ability-to-Benefit programs:

- Automotive Body Repair
- Carpentry
- Commercial Art
- Commercial Food Service
- Diesel Mechanics
- Welding

d. Students may enroll only in courses listed within the defined STC program of study. The College may establish additional requirements to specific courses or occupational degree programs.

e. Students designated as Ability-to-Benefit may not be conditionally admitted.

**4. Unconditional Admission of Transfer Students**

An applicant who has previously attended another duly accredited postsecondary institution will be considered a transfer student. Please refer to the section "Unconditional Admission of First-time College Students" under "Types of Admission" for the definition of "duly accredited."

- a. To be classified as degree eligible, a transfer student must have submitted to the institution an application for admission and official transcripts from all duly accredited postsecondary institutions attended and any other documents required for first-time students.
- b. A transfer student who does not meet the requirements in "a." above shall be classified as a non-degree eligible student/ability to benefit student or conditionally admitted student.
- c. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

## 5. Conditional Admission of Transfer Students

- a. A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the institution may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received by the institution prior to registration for the second semester.
- b. If all required admissions records have not been received by the institution prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

## 6. Admission of Transient Students

A transfer student who attended another postsecondary institution and who seeks credit for transfer to that parent institution may be admitted to the institution as a transient student. The student must submit an application for admission and an official letter from the institution (transient letter) which certifies that the credit earned at the institution will be accepted as a part of the student's academic program. Such student is not required to file transcripts of previously earned credits at other postsecondary institutions.

Transient letters must be submitted for each semester the student attends Shelton State prior to registering for classes. Any transient student that fails to provide appropriate prerequisite information may be administratively withdrawn and no refund will be provided.

## 7. General Principles for Transfer of Credit

- a. Transfer credit will be evaluated and recorded by the Registrar in the Office of Admissions and Records.
- b. Transfer students with a complete admission file will receive a notice that transfer credits have been evaluated and acceptable credits have been awarded based on their declared program of study. The admission file consists of a completed application form and transcripts from all postsecondary institutions attended by the student.
- c. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of

instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

- d. A course completed with a passing grade at other duly accredited postsecondary institutions will be accepted for transfer as potentially creditable toward graduation requirements.
- e. A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above at the time of admission. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for native students.
- f. A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
- g. Only acceptable coursework that applies to the student's declared program of study at the time of admission will be awarded. Students who change their program of study in subsequent terms must notify the Office of Admissions & Records of this change and request that any transfer credit that is applicable to the new program of study be evaluated and added to the student's transcript. Students who transfer prior to being accepted into a program of study which requires special admission must request that all relevant coursework that applies to the student's new program of study be reevaluated once the student has been accepted.
- h. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

## 8. Initial Academic Status of Transfer Student

- a. A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear academic status.
- b. A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic

Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION

c. An applicant who has been academically suspended from a duly accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the institution for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL-ACADEMIC PROBATION.

## 9. High School Students

There are two programs in which high school students may be concurrently enrolled at Shelton State Community College to earn academic or career/technical college credit: Accelerated High School Students Program and Dual Enrollment/Dual Credit for High School Students Program.

### A. Accelerated High School Students

The Accelerated High School program allows high school students the opportunity to earn college credit while still in high school. College credit earned through the Accelerated High School program may not substitute for high school credit. Credit will be awarded upon the student meeting all requirements for high school graduation.

1. Admissions criteria
  - a. Complete an application for admission and present a photo I.D. as outlined under the section "Admission Application Procedure."
  - b. The student must have successfully completed the 10th grade.
  - c. The student must provide certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative "B" average and recommends the student be admitted under this policy.
  - d. The student may only enroll in courses for which high school prerequisites have been completed. The student must also take the COMPASS® placement assessment or have equivalent ACT® or SAT® score. Refer to the assessment section under the Academic Information in this catalog. [For example, students must complete English 12 before enrolling in English Composition (ENG 101), all four math credits, etc.].
2. A letter must be submitted each semester that the student attends the College prior to enrollment. Shelton State Community College will not

officially award college credit to accelerated high school students until proof of high school graduation (an official transcript with a graduation date) is provided.

3. Exceptions may be made to requirements 1a and 1d above for students documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Permission must be obtained from the Chancellor of the Alabama Community College System.
4. Students who attend a non-accredited high school must meet additional criteria as listed below:
  - a. comply with items 1a - 1d as noted above; and
  - b. provide ACT scores with a composite of at least 16 or a SAT score of 790.

Students who are home schooled are not eligible for the Accelerated High School Program unless they are under the auspices of a cover high school and can provide proper documentation of all items noted above.

### B. Dual Enrollment/Dual Credit for High School Students Program

Dual enrollment programs allow eligible high school students to enroll in college classes concurrently with high school classes. Students successfully completing dual enrollment classes receive both high school and college credit. An institution within the Alabama Community College System is authorized to establish dual enrollment/dual credit programs with local boards of education in the institution's service area. Courses offered by the postsecondary institution shall be of postsecondary level. Enrolled students must pay tuition as required by the institution. Tuition may be provided by alternative resources as described in the guidelines associated with this policy. Dependents of employees of system institutions pay tuition as provided in Policy 612.02.

1. Admission Requirements  
A student is eligible for admission if the student meets all of the criteria below.
  - a. Complete an application for admission and present a photo I.D. as outlined under the section "Admission Application Procedures."
  - b. The student meets the entrance requirements established Shelton State Community College;
  - c. The student has a minimum cumulative 3.0 (B) average in completed high school courses. Transcripts must be provided as documentation of the student's cumulative grade average;
  - d. The student obtains written approval of the appropriate principal and the local superintendent

of education;

- e. The student is in grade 10, 11, or 12.
- f. All students must meet all pre-requisites for all approved courses at the College.

2. Exceptions

Exceptions may be made by the Chancellor at the Alabama Community College System for a student documented as gifted and talented accordance with Alabama Administrative Code § 290-8-9.12. This exception applied only to the requirement that students be in the 10th, 11th, or 12th grade. The Chancellor may grant other exceptions as requested by the individual college and local school board.

3. Course Eligibility

Courses offered shall be drawn from the respective College's existing academic inventory of courses offered for credit. Courses numbered below 100 and physical education (PED) courses are not eligible for dual enrollment/dual credit. Students may not audit courses under the terms of this policy. Eligible high school students are permitted to enroll in college courses conducted during school hours, after school hours, and during summer terms. The College reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.

4. Students Not Attending Public School

Students who attend a non-accredited high school must meet additional criteria as listed below:

- a. comply with items 1a - 1f as noted above, and;
- b. provide ACT scores with a composite of at least 16 or a SAT score of 790.

Students who are home schooled are not eligible for the Dual Enrollment Program unless they are under the auspices of a cover high school that has entered into an agreement with Shelton State Community College and can provide proper documentation of all items noted above.

5. Dual Credit Agreement

Participating local boards of education and Shelton State Community College shall develop a Dual Enrollment Agreement that includes but is not limited to the following:

- a. Dual credit contracts must be on file in the Office of Admissions & Records each academic year in order for students to participate.
- b. Approval of the particular courses to be offered and the high school equivalency for each course shall be determined through the mutual agreement of the college and the participating local board of education. Courses must be at the postsecondary level.
- c. Six semester hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed.
- d. College courses approved for dual credit shall be posted on both high school and college transcripts. Courses completed for dual credit shall be transcribed with the appropriate statement at the postsecondary level indicating dual enrollment credit.
- e. Students are responsible for knowing policies relative to dual enrollment/dual credit of colleges/universities to which they plan to transfer credit. The College reserves the right to refuse readmission to any student who is found to be in violation of College policies (academic standards of progress, Student Code of Conduct, etc.).

**10. Admission of International Students**

- 1. Students entering Shelton State Community College for the first time  
For admission to an Alabama Community College System institution, an international applicant must provide the items listed below.
  - a. An Application for Admission, which includes the student's signature and the presentation of a valid form of identification;
  - b. A VISA recognized and accepted by the United States Government.
  - c. Copy of passport/visa to include:
    - i. identification page, expiration date page, and visa page of passport.
    - ii. copy of front and backside of current Form I-94
    - iii. previous Form I-20, if applicable
  - d. Official documentation of secondary school completion and/or college transcripts translated in English and Evaluated. World Education Services Inc., [www.wes.org](http://www.wes.org), is one of the top evaluation agencies used in the United States.
  - e. A minimum score of 5.5 on the IELTS (International English Language Testing System) and an International TOEFL score of at least 500 on the paper-based test, 173 on computer-based or 61 on internet-based.
  - f. A notarized statement from financial institution documenting ability to pay costs of attendance for one entire school year. For additional information, please contact the International Admissions Office.
  - g. Documentation demonstrating adequate health and life insurance which must be maintained during enrollment.
  - h. English Language Proficiency Exams may

be waived for students from the following countries: Australia, Bahamas, Bermuda, Canada (verify from transcript), England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados, Grenada, Belize, Dominica, Malawi, St. Lucia, St. Kitts and Nevis, Nigeria, Tanzania, The Gambia, Tobago and Trinidad, Zambia, and Virgin Islands. All other waivers must be submitted to the Chancellor for approval with substantial documentation.

- i. System institutions should ensure that the student has adequate health insurance which is inclusive of a repatriation benefit. Proof of life insurance is waived with the proper health policy. The institution should have a recommended coverage available for international students seeking adequate health coverage. International students must purchase a health insurance policy through the College. Students are required to pay for one semester of coverage at the time of registration.
- j. International students in this country with an F-1 visa from another institution may be accepted for full-time study at Shelton State Community College. Students must complete and return the Transfer recommendation of Student's Non-Immigration Status prior to admission.
- k. Students with F-1 visas may be accepted for transient status for one semester if they present in advance, before enrollment, a Transient Letter from their home institution recommending and approving specific courses for transfer. It is very important that the student maintain at least one hour from their host institution while in transient status.
- l. F-1 visa holders are required to be enrolled fulltime (12 semester hours or more) and should be progressing satisfactorily toward a degree.
- m. International students must meet all Immigration and Naturalization Service Requirements and complete forms necessary for attendance at Shelton State Community College.
- n. International student tuition is two (2) times that of residents of the State of Alabama.
- o. All international student applicants must secure private housing since Shelton State Community College provides no dormitory facilities.
- p. The final decision for acceptance of international students who have met the preceding conditions will be made by the International Admissions Office.
- q. International students must take the designated placement assessment before registering for classes. International students MUST then register for the appropriate English and reading courses during the first and each successive semester until all English and reading requirements are met.

2. Other information for International Students

- a. General Information
  - i. Purpose of Visa - The nonimmigrant visa is a stamp that a U.S. embassy or consulate affixes to a page in an alien's passport to indicate the kind of nonimmigrant status or classification that a person is seeking in the U.S. For example, a person seeking to enter the U.S. for an F-1 student status applies to the embassy or consulate for an F-1 visa stamp in his/her passport. The visa gives the holder the right to "knock at the door" of the U.S. at a port of entry. The visa stamp alone does not give a person the right to enter the U.S. The visa holder generally must show additional documents at the port of entry.
  - ii. Form I-94 and the authorized period of stay  
Most nonimmigrants coming to the U.S. are admitted for a specific period of time, and the immigration officer at the port of entry puts an expiration date on the I-94. F-1 students and their F-2 dependents are admitted for the duration of status which is abbreviated by the immigration officer as "D/S" on both the form I-94 and the Form I-20. This notation means that their permission to remain in the U.S. continues for the duration of time that they maintain F-1 student or F-2 dependent status.
- b. Visa and Admission Process
  - i. Student applies to college or university and is accepted.
  - ii. School issues I-20 and sends it to the student.
  - iii. Student pays a one-time SEVIS fee.
  - iv. The fee must be paid at least three business days prior to applying for your visa or applying for admission at a U.S. port of entry for those exempt from the visa requirement.
  - v. SEVIS fee can only be processed by the Department of Homeland Security via mail or the internet (note: for more information on the SEVIS fee visit <http://www.ice.gov/>)

i901/index.htm).

- vi. If the F-1 visa application is denied, the SEVIS fee will not be refunded. However, if you reapply for a new F-1 visa within 12 months of the denial, you will not have to pay the fee again. If you are paying by mail, please submit Form I-901 and payment to the following:  
Student/Exchange Visitor Processing  
P.O. Box 970020  
St. Louis, MO 63197-0020
- vii. Student goes to the U.S. embassy or consulate to apply for an F-1 visa.
- viii. Consular officer reviews the application, confirms that the SEVIS fee has been paid, runs required security checks, and grants the F-1 visa. Consular officer enters a notice in SEVIS that the visa has been issued.
- ix. Student arrives at a U.S. port of entry (POE).
- x. Immigration officer at the POE reviews the passport, F-1 visa, and I-20, processes the student through US-VISIT, and admits the student in F-1 status. Once date and port of entry data is processed by the POE data system, that data should be transmitted to SEVIS, to notify the DSO that the student has entered using the school's I-20.

c. Basics of Maintaining F-1 Status

- i. Report to the DSO for SEVIS Registration upon arriving at the school.
- ii. Attend authorized school.
  - For the first entry for initial school attendance, the school listed on the visa and on the I-20 must be the same, and that is the school the student must attend.
  - Carry a full course of study and make normal academic progress towards completion of program. Twelve (12) semester credit hours are considered full time at Shelton State Community College.
- iii. Transfer or extend program in a timely manner.
- iv. To transfer, the student must not only have a new school to attend, but must be eligible to transfer based on having maintained status at the old school. The student must also maintain continuity in the program of study.
  - a. In general, an absence from the U.S. or any other academic break of more than five months terminates F-1 status.
- v. Refrain from unauthorized work.
  - a. F-1 students have a broad range of employment options, but they are not permitted to work at will in any job they choose. All F-1 employment must be approved either by the DSO or by USCIS, depending on the kind of employment. Any work outside those parameters is unauthorized work and is a violation of student status, thus making the student ineligible for the normal benefits attendant to F-1 status. In particular, unauthorized work makes a student ineligible for reinstatement.

- vi. When traveling abroad, the student must always return in proper F-1 status.
  - a. F-1 students should avoid returning in some other status such as B-2 tourist. Students usually do this because they fail to obtain, or fear to attempt to obtain, an updated F1 visa stamp in the passport and they believe the B-2 would be easier/faster/safer. Under the current regulations, it is not legal for them to enroll in classes if they are in B-2 status.
- vii. Report any changes of address to the DSO within 10 days of the change.
  - a. The DSO will update SEVIS within 21 days.
- viii. File timely request for extension of stay, change of status, transfer, optional practical training, and other benefits.
- ix. Remain in the U.S. for no longer than 60 days after completing the full course of study unless you have followed procedures and applied for other benefits which you may be entitled to under regulations.
- x. Obey all state and federal laws including laws regulating domestic disputes, child endangerment, sexual assault, driving while under the influence, etc.

d. Transfer Procedures F-1 regulations permit a student to transfer from one SEVIS-approved school to another. When transferring from another college or university, an F-1 visa holder is required to submit a Transfer Recommendation Form prior to Shelton State Community College issuing an I-20. Transfer students must meet International Admission standards as well as submit a Transfer Recommendation Form to the International Office. Students are urged to apply in advance of the time they wish to enroll.

e. Transient Students. A transfer student who attends another postsecondary institution and seeks credit for transfer to that parent institution may be admitted to the College as a transient student. The student must submit an application for admission and an official letter from the

institution which certifies that the credit earned at the college will be accepted as a part of the student's academic program. Such a student is not required to file transcripts of previously earned credits at other postsecondary institutions. Students must submit a transient letter (e.g. Letter of Good Standing, course approval letter, etc.) to the Office of Admission and Records prior to or within the semester in which he/she has registered. Any transient student who fails to provide appropriate prerequisite documentation may be administratively withdrawn, and no refund will be provided.

f. Permanent Residents

- i. Permanent residents do not have to provide financial documentation demonstrating the ability to pay.
- ii. Proof of medical insurance is not required.
- iii. Students who have permanent resident status must provide a copy of their permanent resident card. These students should refer to the Shelton State Community College Catalog for guidelines concerning establishing residency in the State of Alabama.
- iv. Permanent residents are eligible to apply for financial aid.
- v. For more information on Permanent resident admission policies and procedures please contact the Office of Admission and Records.

g. Health Insurance International students are required to purchase and maintain medical insurance. Students who do not have insurance will be enrolled in the school's designated insurance plan for international students, and the student will be billed at the time of registration. Insurance fees are paid per semester and are calculated by the number of days in a semester term.

h. Housing Shelton State Community College does not provide on-campus housing. Off-campus housing is available with apartment leases typically granted for twelve (12) months. Normally, one month's rent is required for deposit.

3. Financial Information for International Students

- a. Tuition and Fees: Actual tuition and fee charges will vary depending on the number and type of courses a student takes each term. The cost of non-resident courses is \$161.00 per credit hour (\$143.00 tuition, \$9.00 maintenance fee, & \$9.00 technology fee). Tuition is subject to change.
- b. Books and Supplies: Expect to pay at least \$400 in expenses for books and supplies for a full course load (12 undergraduate hours). Cost may be higher for some programs.

c. Medical Insurance: Shelton State Community College requires all international students in F-1 and J-1 status to have continuous medical insurance coverage. The Department of State also requires all visitors in J-1 or J-2 to maintain medical insurance coverage for the duration of their stay in the U.S. Shelton State Community College encourages students with families to obtain medical insurance coverage for all family members in the U.S.

d. Living Expenses: These expenses include transportation, room and board, personal expenses, and childcare, if needed. Students should add \$3600 per dependent to the estimated budget. These expenses vary greatly from student to student.

**NOTE:** Students and their financial sponsors should plan to meet the estimated expenses for the duration of the student's studies. Immigration regulations generally prohibit off-campus employment during a student's first year of study in the U.S. On campus employment opportunities are few in number and sometimes may be difficult to obtain. Students and their financial sponsors should not plan to meet any cost through on-campus or off-campus employment.

All estimates are subject to change without notice. This document reflects estimated cost for academic students the 2009-2010 calendar year which ends in August 2010.

Three Semesters (Fall, Spring, Summer, estimate based on 30 annual hours or 12 months)	
Tuition and Fees	\$4860
Books and Supplies	\$1500
Medical Insurance	\$990
Living Expenses	\$11820
<b>TOTAL</b>	<b>\$19170</b>

**ESTIMATED COST OF ATTENDANCE:** All fees subject to change without notice and may change prior to arrival. Additional fees and expenses may apply based on registration and lifestyle.

**NOTE:** No student will be allowed to enroll for a second term unless all required admissions records have been received by the College prior to registration for the second term. If all required admissions records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but an official transcript will not be released until receipt of all required admissions records.

## **Programs Requiring Special Admission**

The following programs require additional admission requirements. The College reserves the right to add additional programs. For more information, refer to the specific program listing in the PROGRAMS OF STUDY/CURRICULUM GUIDES section of this catalog.

### **Nursing Programs**

For more information call 205-391-2232.

### **Emergency Medical Certificate**

For more information call 205-391-3777.

### **Respiratory Care Technology (RPT)**

For more information call 205-391-2232.

### **Linkage Programs**

For more information call 205-391-2959.

## **Admission Requirements: Center for Workforce Development, Wellness Center, Community Education, Lifelong Learning Units, Adult Education**

Shelton State Community College offers many noncredit programs and activities through the Center for Workforce Development, the Wellness Center, the Community Education programs, the Mund Lifelong Learning Center, and the Adult Education Program. Each of these units establishes admission requirements for their programs and activities. These admission requirements, which vary considerably among programs and activities, are designed to ensure that participants are those for whom each specific program or activity is designed and are available in the materials published by the College and on its Web site, [www.sheltonstate.edu](http://www.sheltonstate.edu).

## **ADDENDUM A**

A list of acceptable primary and secondary documentation follows.

1. Primary forms of documentation:

- Unexpired Alabama Driver's License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card-Pre-1997
- Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (Form 1-151) prior to 1978
- BIA or tribal identification card with photo

2. If an applicant cannot present primary documentation, he/she must provide two secondary forms of documentation, one of which must be a photo identification card. In addition to the photo identification card, an applicant must present one of the following:

- U.S. Certificate of Naturalization
- Social Security Card
- Certified copy of a U.S. Birth Certificate or a U.S. State Department Certificate of Birth Abroad
- U.S. Certificate of Citizenship
- U.S. Military ID Card (active duty, reserve, retired)
- U.S. Military ID Card
- U.S. armed forces driver's license
- Legal guardian affidavit
- Selective service card
- W-2 form
- U.S. Department of Veterans Affairs card
- Concealed weapons permit
- Medical insurance ID card (including AHCCCS

ID card)

- Professional license
- Bank card
- Credit card
- Employee ID badge (with photo)
- School ID (with photo)
- Marriage certificate issued in any U.S. state, territory or possession
- Certified letter of identification for a ward of the court, issued by a court or government agency in the U.S.
- Documents from a court of record (certified copy), Divorce decree, Adoption decree, Name change decree, Bankruptcy decree, Emancipation decree
- BIA or tribal affidavit of birth or certificate of Indian blood
- USCIS 194 or I94A form
- USCIS employment authorization document (I688A, I-688B, I-766)
- U.S. military DD-214
- U.S. travel document (mint green cover) endorsed with Permit to re-enter (Form 1327 or refugee travel document Form 1-571)
- U.S. application for voluntary departure under the family unity program (Form I-797)
- U.S. temporary resident card (Form I-688)
- U.S. notice of approval to apply for permanent residents (Form I-171 or I-463)
- Other documentation issued by U.S. Citizenship and Immigration Services; or, documentation presenting a status permitted under 8U.S. Code § 1621 and 1641

3. An applicant must submit the documentation required under paragraph 1 above in person or through a notarized copy by U.S. mail.

**ADDENDUM B**

The Alabama High School Diploma (as defined by the Alabama Department of Education) shall be defined as an award officially entitled "The Alabama High School Diploma" made to a student as the result of successfully completing all requirements for graduation from high school in the state of Alabama.

For purposes of admission under Section B, Types of Admission, the equivalent of The Alabama High School Diploma shall be defined as an award to a student as the result of successfully completing all requirements for graduation from high school including, as a minimum, the following number and distribution of courses and credits:

Courses	Credits	
English Language Arts	4	
<i>Four credits to include the equivalent of:</i>		
English 9	1	
English 10	1	
English 11	1	
English 12	1	
Mathematics	4	
<i>Four credits to include the equivalent of:</i>		
Algebra I	1	
Geometry	1	
Science	4	
<i>Four credits to include the equivalent of:</i>		
Biology	1	
A Physical Science	1	
Social Studies	4	
<i>Four credits to Include the equivalent of:</i>		
Social Studies	1	
World History	1	
U.S. History	1	
Government	2	
Economics	2	
<b>TOTAL</b>	<b>24</b>	

\*May be waived if competencies have been mastered as a unit of another course. The designated one-half credit will then be added to the electives, making a total of six electives.

**ADDENDUM C**

Alabama High School Graduation Requirements (Alabama Administrative Code 290-3-1-02(8)(a) (b) and (c))

**1. COURSE REQUIREMENTS**

The Alabama courses of study shall be followed in determining minimum required content in each discipline. Students seeking the Alabama High School Diploma with Advanced Academic Endorsement shall complete advanced level work in the core curriculum. Students seeking the Alternate Adult High School Diploma shall complete the prescribed credits for the Alabama High School Diploma and pass the test of General Education Development (GED). Refer to chart on next page.

- \* All four required credits in Social Studies shall comply with the current Alabama Course of Study.
- \*\* May be waived if competencies outlined in the computer applications course are demonstrated to qualified staff in the local school system. The designated one-half credit shall then be added to the electives credits, making a total of six electives credits.
- \*\*\* Students earning the diploma with the advanced academic endorsement shall successfully complete two credits in the same foreign language.

**2. ASSESSMENT REQUIREMENTS**

Pass the required statewide assessment for graduation

- 3. Alabama High School Diploma with Credit-Based Endorsement Effective for students in the twelfth grade during the 2007-2008 school year, local boards of education may offer an Alabama High School Diploma with Credit-Based Endorsement. To earn this endorsement, eligible general education students and students with disabilities, as defined by the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, shall complete the required credits in the core curriculum [general education students-AAC Rule 290-3-1-02(8) (a); students with disabilities -AAC rule 290-3-1-02 (8)(a) or AAC Rule 290-3-1-02 (8) (g)] for an Alabama diploma. Effective for students entering the ninth grade in the 2009-2010 school year, one Career/Technical Education (CTE) credit is required.

Eligible students for the Alabama High School Diploma with Credit-Based Endorsement are those who have taken the Alabama High School Graduation Exam through the 12th grade and have passed three of the five subject-area tests of the exam. Students must pass reading, mathematics, and one of the science, language, or social studies subject-area tests.

COURSE REQUIREMENTS	Alabama High School Diploma Credits	Alabama High School Diploma with Advanced Academic Endorsement Credits	Alternate Adult High School Diploma Credits
ENGLISH LANGUAGE ARTS	4	4	4
Four credits to include the equivalent of: English 9 English 10 English 11 English 12	1 1 1 1	1 1 1 1	1 1 1 1
MATHEMATICS	4	4	4
Four credits to include the equivalent of: Algebra I Geometry Algebra II with Trigonometry Mathematics Elective	1 1 1 2	1 1 1 1	1 1 1 2
SCIENCE	4	4	4
Four credits to include the equivalent of: Biology A Physical Science Science Electives	1 1 2	1 1 2	1 1 2
SOCIAL STUDIES*	4	4	4
Four credits to include the equivalent of: Grade 9 Social Studies Grade 10 Social Studies Grade 11 Social Studies Grade 12 Social Studies	1 1 1 1	1 1 1 1	1 1 1 1
PHYSICAL EDUCATION	1	1	1
HEALTH EDUCATION	0.5	0.5	0.5
ARTS EDUCATION	0.5	0.5	0.5
COMPUTER APPLICATIONS**	0.5	0.5	0.5
FOREIGN LANGUAGE***		2	
ELECTIVES	5.5	3.5	5.5
Local boards shall offer foreign languages, fine arts, physical education, wellness education, career/technical education, and driver education as electives.			
TOTAL CREDITS	24	24	24

# FINANCIAL INFORMATION

## TUITION/FEES

### A. Residents of the State of Alabama

Tuition and fees per semester for students who are residents of the State of Alabama are based on the following schedule:

#### TUITION AND FEE SCHEDULE (Tuition and Fees are subject to change)

<b>RESIDENTS</b>				
Credit Hours	Maintenance	Technology	Total	
1	\$ 72	\$ 9	\$ 9	\$ .90
2	\$144	\$18	\$18	\$180
3	\$216	\$27	\$27	\$270
4	\$288	\$36	\$36	\$360
5	\$360	\$45	\$45	\$450
6	\$432	\$54	\$54	\$540
7	\$504	\$63	\$63	\$630
8	\$576	\$72	\$72	\$720
9	\$648	\$81	\$81	\$810
10	\$720	\$90	\$90	\$900
11	\$792	\$99	\$99	\$990
12	\$864	\$108	\$108	\$1,080

Each additional credit hour will cost an extra \$90.00.

Tuition for Distance Education courses as designated in the official printed semester Schedule of Classes is \$90.00 per credit hour. These courses are not charged fees.

There will be an additional fee for student accident insurance and parking hang tag for all students.

## ALL STUDENTS ARE REQUIRED TO PAY TUITION AND FEES AT THE TIME OF REGISTRATION.

Shelton State Community College does not accept partial payment. This includes students receiving any type of partial financial assistance. Balances must be paid before the grant/waiver/scholarship can be applied to the student account (example: a student receiving a tuition only waiver would be required to pay the technology and maintenance fees, parking and insurance before the waiver could be applied).

Sponsored students include those students whose expenses are paid by agencies such as Vocational Rehabilitation Services, Alabama G.I. and Dependents Educational Benefits Act, post 9/11 G.I. Bill, (excluding veterans who receive benefits only from Federal Veterans Administration), and eligible Pell Grant recipients. **FEES MUST BE PAID IN FULL BEFORE REGISTRATION IS CONSIDERED COMPLETE.** Students who intend to pay their tuition using Prepaid Affordable College Tuition Program (PACT), Vocational Rehabilitation Services, or any third party entity are responsible for paying the fees that are not covered.

Students paying by VISA, MasterCard, Discover or American Express are responsible to verify that their payment has been accepted. Online payments are accepted.

### B. Non-Residents of the State of Alabama

Non-resident or out-of-state tuition is \$143 per each semester credit hour; a \$9 maintenance fee, plus a \$9 technology fee is charged additionally for each credit hour. Tuition and fees are subject to change. For example, an out-of-state or non-resident student would pay \$483 for a three-hour course during the Fall 2009 at Shelton State Community College. Tuition for eLearning courses as designated in the official printed semester Schedule of Classes is \$180.00 per credit hour. These courses are not charged fees.

To challenge residency from out-of-state, students must make their appeal to the Office of Admissions and Records before the last day of the Drop/Add and Late Registration Period of a given semester in order to be eligible for in-state tuition.

## RESIDENCY POLICY

For the purpose of assessing tuition, applicants for admission will be classified in one of two categories as outlined below:

### A. Resident Student

A Resident Student will be charged the in-state tuition rate established by the Alabama State Board of Education.

1. A Resident Student is an applicant for admission who meets all legal requirements or is a duly registered resident in the State of Alabama for at least 12 months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home, and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission. Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama.

2. In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

**Minor:** An individual who, because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in

Alabama. If current law changes, this definition shall change accordingly.

**Supporting Person:** Either or both of the parents of the student, parents who are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, Supporting Person will mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

3. In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.

- a. Students having graduated from an Alabama high school or having obtained a GED in the State of Alabama within two years of the date of application for admission shall be considered Residential Students for tuition purposes.
- b. An individual claiming to be a resident will certify by a signed statement each of the following:
  - i. a specific address or location within the State of Alabama as his or her residence.
  - ii. an intention to remain at this address indefinitely.
  - iii. possession of more substantial connections with the State of Alabama than with any other state.
- c. Though certifications of an address and an intent to remain in the state indefinitely will be prerequisites to establishing status as a resident, ultimate determination of that status will be made by the institution by evaluating the presence or absence of connection with the State of Alabama. This evaluation will include the consideration of the following connections:
  - i. consideration of the location of high school graduation.
  - ii. payment of Alabama state income taxes as a resident.
  - iii. ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
  - iv. full-time employment in the state.
  - v. residence in the state of a spouse, parents, or children.
  - vi. previous periods of residency in the state continuing for one year or more.
  - vii. voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public

institution of higher education.

- viii. possession of state or local licenses to do business or practice a profession in the state.
- ix. ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
- x. continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
- xi. membership in religious, professional, business, civic, or social organizations in the state.
- xii. maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.
- xiii. in-state address shown on selective service registration, drivers' license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.

4. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status; for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

#### B. Non-Resident Student (additional persons for resident tuition)

A Non-Resident Student, one who does not meet the standard of having resided in the State of Alabama for at least 12 months immediately preceding application for admission, will be charged the in-state tuition rate established by the State Board of Education under the following circumstances, provided such student is a citizen of the United States.

1. The dependent student is one:
  - a. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
  - b. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or
  - c. whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under order for duties other than attending school; or
  - d. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.

2. The student is not a dependent (as defined by Internal Revenue Codes) who:
  - a. is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
  - b. can verify full-time permanent employment within the State of Alabama or is the spouse of such an employee and will commence said employment within 90 days of registration with the institution; or
  - c. is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
  - d. is an accredited member of, or the spouse of, an accredited member of a consular staff assigned to duties in Alabama.
3. In determining Non-Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The College may request proof that the applicant meets the stipulations noted above prior to admission.
4. The student is eligible for in-state tuition if the student resides in Lowndes and Noxubee counties in Mississippi.

### Out-of-State Student

Any applicant for admission who does not fall into Section B (Non-Resident Student) above shall be charged a minimum tuition of two times the resident tuition rate charged by that institution. Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until they provide documentation that they have qualified for resident tuition.

### OTHER FEES

- A. A late registration fee of \$25.00 is charged if registration is not completed on or before the designated date of registration.
- B. A diploma fee equal to the actual cost of the diploma is charged.
- C. A vehicle registration fee of \$10.00 is required each year.
- D. All students are required to purchase a student accident insurance policy each semester. The charge is \$7.50 for fall and spring semesters and \$5.00 for the summer semester. These rates are subject to change.
- E. Cash, checks, money orders, casier's check, Discover, Visa, and MasterCard will be accepted as payment of all fees and charges, subject to final payment. If a student's check is returned unpaid, payment must be cleared promptly by another form of payment other than personal check. A restriction will be placed on the student account until returned item and fees are paid in full. The returned check service fee charge will be based on the current rate

set by the District Attorney's Office.

- F. An administrative fee not to exceed five percent (5%) of tuition and other institutional charges, or \$100, whichever is smaller, will be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

- G. Some courses may require additional fees.

**NOTE: There is no difference in the cost of auditing a course and taking that course for credit.**

### TUITION/FEE REFUND POLICY

#### A. Withdrawals

The Shelton State tuition refund policy is based on the College calendar. The calculation of the refund begins with the first day of class as listed on the College calendar for that particular term. In order to receive 100% refund for complete withdrawal from school, students must withdraw BEFORE THE FIRST SCHEDULED DAY LISTED ON THE COLLEGE CALENDAR FOR THAT TERM. The first day of class is the first official instructional day of all classes as stated in the institution's published calendar. There is only one first day. All terms within the semester, full term, first split term, and second split term, are treated independently for refund purposes. Once the drop/add period has ended for the respective term, partial refunds will only be granted for a complete withdrawal for the respective term.

##### 1. Full Term Enrollment

A student who withdraws from the College may claim a partial refund under certain conditions:

- a. students who completely withdraw before the beginning of the term receive a 100% refund
- b. students who completely withdraw within the first five instructional days receive a 75% refund.
- c. students who completely withdraw during the sixth through tenth instructional days receive a 50% refund.
- d. students who completely withdraw during the eleventh through fifteenth instructional days receive a 25% refund.
- e. students who completely withdraw after the 15th instructional day will receive NO REFUND.

##### 2. Split Term Enrollment

A student who withdraws from the College may claim a partial refund under certain conditions:

- a. students who completely withdraw before the beginning of the term receive a 100% refund.
- b. students who completely withdraw within the first three instructional days receive a 75% refund.
- c. students who completely withdraw during the fourth through sixth instructional days receive a 50 percent refund.
- d. students who completely withdraw during the

seventh through ninth instructional days receive a 25 percent refund.

- e. students who completely withdraw after the tenth instructional day will receive NO REFUND.

Only the following tuition/fees can be refunded: Tuition, Maintenance Fees and Technology Fees. Other miscellaneous fees will not be refunded. A list of refund dates and refund percentages is printed each semester in The Schedule of Classes.

#### **B. Drop/Add and Late Registration Period**

The Drop/Add and Late Registration Period is a three (3) to five (5) day period after the official designated registration days for full term classes during the fall and spring semesters. The Drop/Add and Late Registration Period is two (2) days for the summer semester and for split term classes. Students who drop a course (or courses) and have other courses remaining for that term on their schedules may receive 100 percent refund if the course is dropped during the designated Drop/Add and Late Registration Period for that specific term. **AFTER THE DROP/ADD AND LATE REGISTRATION PERIOD, NO REFUNDS WILL BE GIVEN TO STUDENTS WHO DROP A COURSE (OR COURSES) AND HAVE OTHER COURSES REMAINING FOR THE SAME SEMESTER ON THEIR SCHEDULES; AND THUS, REFUNDS WILL BE ISSUED FOR COMPLETE WITHDRAWAL ONLY.**

#### **C. Short Course Refunds (Continuing Education, Community Education)**

A refund will not be given after the first meeting of the class.

#### **D. SHELTON STATE COMMUNITY COLLEGE DOES NOT GIVE CASH REFUNDS.** Refund checks are mailed from the Office of Business Services. In order for refunds to be processed, students must obtain a withdrawal form from the Office of Admissions and Records. Students must contact the Cashier's Office to request the refund.

### **FINANCIAL AID**

In order for Shelton State Community College to properly process each financial aid application, deadlines are required. Please contact the financial aid office or visit the College Web site, [www.sheltonstate.edu](http://www.sheltonstate.edu), for specific information and deadlines. Shelton State Community College offers financial assistance to eligible students to help pay the cost of their education. Financial aid is designed to supplement the family's ability to finance the student's educational expenses. Shelton State is approved for Federal Financial Aid, Veterans Benefits, Vocational Rehabilitation Training, and Alabama Prepaid Affordable College Tuition (PACT). The institution also awards state and private scholarships.

Title IV Federal Financial Aid Programs which are available include Federal Pell Grant, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), and

the Academic Competitive Grant (ACG). Shelton State is also approved to participate in the Alabama Student Assistant Program (ASAP). Shelton State Community College currently does not participate in any of the federal loan programs. Shelton State, however, is approved for deferment of previous loans.

### **APPLYING FOR FINANCIAL AID**

Priority for the limited campus-based programs (FWS, FSEOG and ASAP) is given to students whose fall semester applications are completed prior to May 30th of the current award year.

Students who apply for financial aid must:

1. Apply for admission and have on file a copy of the high school transcript, GED scores or certificates, academic transcripts from other colleges previously attended, or documentation of successfully passing a recognized Ability to Benefit test. Transient students and students taking additional courses are not eligible to receive financial aid at SSCC.
2. Be a U.S. Citizen or an eligible non-citizen. All eligible non-citizens must provide documentation to verify their eligibility status.
3. Be a regular student working towards a degree or certificate in an eligible program at SSCC. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the College.
4. Must meet the standards of academic progress (qualitative and quantitative).
5. Male students, 18-25 years of age, must be registered with the Selective Service. Register through the internet at [www.sss.gov](http://www.sss.gov).
6. Call the Office of Financial Aid to request that the Student Aid Report (SAR) be processed electronically or bring your copy of the SAR into the office.

### **QUALIFYING FOR FEDERAL FINANCIAL AID**

Students who apply for Federal Financial Assistance:

1. Must complete the Free Application for Federal Student Aid (FAFSA). This should be done as soon as students or parents of dependent students complete their federal income tax return each year.
2. May apply with a paper FAFSA or on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). PIN numbers can be requested at [www.pin.ed.gov](http://www.pin.ed.gov). Shelton State's Title IV code is 005691, and the Web site is [www.sheltonstate.edu](http://www.sheltonstate.edu).
3. If selected for verification, a student must submit signed copies of certain financial documents for the student and/or spouse and parent(s). Contact the Financial Aid Office to find out which documents are required. Approximately one-third of all financial aid applications are selected by the federal government in a process called verification.
4. Must have financial need. Financial need is

determined by subtracting the expected family contribution from the cost of education.

5. Must have a high school diploma, a GED, or have passed an independently administered Ability to Benefit test approved by the U.S. Department of Education (CPAT).

6. Must be enrolled as a student in an eligible program and making satisfactory academic progress.

\***Technical Classes/Certificates** require a clock hour conversion to receive Title IV funds. Financial Aid will be paid on the lowest hours. Questions should be directed to the Financial Aid Office at 205.391.2218.

7. Must not be in default on any previous student loan.

8. Before financial aid is awarded, official transcripts must be on file.

\* If a student is enrolled in a technical/certificate program that does not offer a degree, credit hours will be adjusted based on a federally mandated credit/clock hour conversion formula.

Once the financial aid award has been established, the College officially notifies the student with a financial aid award letter which is mailed to the address on file in the Office of Admissions and Records. The student may then register for classes. Once notification is received, the student may request that charges up to the total amount of the financial aid award (excluding work-study awards) be applied to his/her account. Such charges include tuition, fees, and books, and supplies purchased in the College's bookstore.

Any remaining balance from the financial aid award for the current semester will be issued by check to the address on file in the Office of Admissions and Records. Students who completely withdraw from school prior to the disbursement of funds will have their financial aid adjusted based on their withdrawal date. Any funds remaining will be returned to the financial aid program.

## MINIMUM STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that all students meet minimum standards of satisfactory academic progress to receive financial aid.

### A. Standards of Satisfactory Academic Progress

1. Time Frame: Each student receiving financial aid will be expected to complete his or her program of study within a period not to exceed 1.5 times the length of his or her chosen program; e.g., a two-year program of study (six semesters) must be completed within three years (nine semesters) of attendance. A change in program for an associate degree (AS/AA) and associate and applied sciences degrees (AAS) programs, or a certificate program will be allowed; however, financial aid will be granted ONLY for additional required hours, if any. (EXAMPLE: Your current program of study is an AS degree to transfer, the time frame is 98 hours

with a minimum of 67% completion rate required per semester, you have attempted 55 credit hours and earned 45 credits this leaves you 43 credit hours to complete your AS degree and transfer. You change to a 26 hour certificate program which reduces your time frame to 39 attempted hours to complete your new program. However if you change your program to an AA or another AS degree program, the hours left on your time frame will remain 43 credit hours to complete the new program and transfer. After attempting 12 hours in the certificate program, you decide that you want to complete the AS degree program and transfer, your remaining time frame for financial aid purposes will reduce to 31 credit hours to complete and transfer. Overall GPA will not be re-calculated)

2. Qualitative Measures: Each student will be expected to meet or exceed the following Grade Point Average (GPA) at the indicated points in his or her program of study:

12 - 21 hours	1.50 GPA
22 - 32 hours	1.75 GPA
33 hours and above	2.00 GPA

Students must maintain a "C" average (2.00 GPA) during the two-year period. The qualitative measure will be based on the student's overall grade point average. The Cumulative GPA will not be re-calculated for change of program. Cumulative credit hours successfully completed are defined as grade of A, B, C, D, and S. Credit hours not successfully completed are defined as F, W, I, U, and IP. However, the credit hours not successfully completed are counted in your time frame as attempted hours. Credit hours taken for AUDIT, will not be counted in the student's time frame or in the award calculation to determine the student's enrollment status. Cumulative GPA is all credits transferred and earned.

3. Quantitative Measures: Each student must pass at least 67% of the hours attempted during the academic year. Undergraduate students must finish their degree or certificate within 150% of the length of the program. For instance, if the length of the undergraduate program is 65 credit hours, the maximum time frame allowed to earn a degree/certificate will not exceed 98 attempted hours. The student must complete by earning at least 67% of the credits attempted per semester. Satisfactory academic progress will be checked annually before awards are keyed into the system. The number of hours attempted will be counted as of the day of record of each semester. All periods of enrollment at Shelton State, including transfer hours accepted, will be counted in the attempted and the completion percentage. Students who do not earn a degree/certificate within the

specified time will not be eligible for federal aid. The completion percentage will be measured at the end of each semester. Financial aid recipients who are placed on financial aid probation who do not earn the required completion percentage at the end of the probation semester will not be eligible for aid until the completion percentage has again been met. Students must notify the Financial Aid Office in writing with documentation when the completion percentage has been attained to have financial aid reinstated.

#### **4. Procedure for Reviewing Satisfactory Academic Progress**

Once grades are posted to official transcripts, the Office of Financial Aid reviews the academic history of those students who receive financial aid. Students who do not meet the Minimum Standards of Satisfactory Academic Progress (SAP) are notified that they are on financial aid probation or suspension.

If it is the first time a student has not met the minimum Standards of Satisfactory Academic Progress, he/she is placed on financial aid probation for one semester. Students on financial aid probation are eligible to receive all financial aid. Students who do not meet the Minimum Standards of Satisfactory Academic Progress at the end of the probationary semester, will be placed on financial aid suspension. Students on financial aid suspension are not eligible for Federal or State aid and all pending awards will be canceled. Students have the right to appeal their suspension status. Appeals are filed using the Satisfactory Academic Progress Appeal form.

#### **B. Financial Aid Probation and Suspension**

A student's failure to meet any of the above conditions will result in the student being placed on financial aid probation for a period not to exceed one semester. During this probationary period, the student may continue to receive financial aid. However, if the student fails to comply with the minimum standards of satisfactory academic progress at the end of the probationary period, financial aid will be terminated. **The courses taken during that probationary period must be required in the chosen program of study.**

##### **1. Suspension**

###### **Academic**

When a student who is eligible for Title IV federal financial aid is academically suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive aid for the duration of the suspension. The student will not be eligible to receive aid until the student achieves the cumulative GPA required for the number of credit

hours attempted at the institution or the term GPA is 2.0 or above (based on at least 12 credit hours or above attempted at the institution during that term).

###### **Financial Aid**

Once a student is placed on financial aid probation, the student's failure to get back into compliance with the qualitative and/or quantitative measures of the SAP will result in the student being placed on financial aid suspension. During the suspension period, the student will not be eligible to receive Title IV aid until the student meets or exceeds the qualitative and quantitative measures of the SAP requirements.

#### **C. Clearing GPA or Credit Hour Deficiencies/ Reinstatement**

A student may have financial aid reinstated if he/she attends college, at his/her own expense, and grades are in compliance with established minimum standards of satisfactory academic progress. It is the student's responsibility to notify the Office of Financial Aid when his/her grades are in compliance with the policy. Financial aid will not retroactively pay for any periods of enrollment during which the student was not eligible.

###### **Cumulative Credit Hours Completed**

Cumulative Credit hours completed are defined as grades **A, B, C, or D**. Credit hours not successfully completed are defined as **F, W, I, or U**.

**NOTE:** Refer to Academic Information, Grading System.

###### **Cumulative Credit Hours Attempted**

Cumulative credit hours attempted are defined as all credit hours attempted at SSCC and all credit hours transferred and accepted from another institution. Repeated courses passed, failed, or withdrawn will be counted as credit hours attempted.

#### **D. Program of Study**

Students who receive financial assistance must be accepted for enrollment as a regular student in a program of study leading to a degree or a certificate. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the College.

#### **E. Official and Unofficial Withdrawals and Interruptions**

A student who totally withdraws from the College two or more times may be placed on financial aid suspension for failure to meet the quantitative standards of progress (refer to quantitative standards of progress) and may owe an unearned portion of the schedule award.

A student who withdraws during a payment period or period of enrollment before disbursement is made; may have the award adjusted based on assistance earned up to

the point of withdrawal. Once the student has completed more than 60 percent of the payment period or period of enrollment, the student will earn all of the assistance. If the student receives more assistance than earned, the excess funds must be returned.

#### Official Withdrawal

A student's official withdrawal date is defined as the date the student signs and submits an official withdrawal form to the Office of Admissions and Records.

#### Unofficial Withdrawal

A student is considered to have unofficially withdrawn for financial aid purposes only when:

1. the student does not complete the official withdrawal process; and
2. the student earns failing grades (F or U) in all courses for which he/she is registered.

If the last day of attendance is not defined on any records, the student's unofficial withdrawal date will be defined as the midpoint (50%) of the semester and the student will in accordance with the Return to Title IV calculation, owe monies back to the Title IV funds. The time frame for midpoint will differ for students enrolled in split term sessions ONLY.

#### Financial Aid Official and Unofficial Withdrawal Policy

A student who receives federal financial aid (Title IV funds) may have his/her financial aid adjusted based on his/her date of official or unofficial complete withdrawal. Title IV aid consists of Pell Grants, Federal Supplemental Educational Grants, and the Academic Competitive Grant. A complete withdrawal is defined as withdrawing or discontinuing attendance from all classes for a given semester.

#### Consequences for Complete Withdrawal and Financial Aid Repayment

A student who officially or unofficially completely withdraws earns financial aid based on the number of calendar days he/she attended. Earned financial aid is calculated from the beginning of the semester to the official or unofficial withdrawal date. If the applicant has attended 60% of the semester, the applicant is considered to have earned the aid received.

#### F. Developmental and Repeated Courses

A Title IV Federal Aid recipient who is enrolled in a developmental course may not enroll in the same course more than three times and continue to receive financial assistance for the course. A Title IV Federal Financial Aid recipient may not be paid for more than 30 credit hours of developmental course work. If a student repeats a course which was previously successfully completed with a grade of "S" or a grade of "D" or above, the credit hours

obtained the second time the course is attempted counts toward the minimum number of credit hours required for the program completion and the hours do not count towards the calculation for the semester/term load.

**NOTE:** Contact the Office of Financial Aid for any exceptions.

#### G. Right of Appeal

Decisions regarding student eligibility for financial aid are subject to appeal to the Student Finance Appeal Team (SFAT). Appeals of eligibility decisions may be made regarding the income basis for determining eligibility, determination of dependent or independent status, compliance with Standards of Academic Progress, and right to a refund of tuition and fees.

A student who wishes to appeal a decision regarding eligibility should

1. complete the Financial Aid Appeals Form and provide written documentation of mitigating or extenuating circumstances, and
2. submit the appeal form along with the documentation to the Student Finance Appeals Team (SFAT).

The Student Finance Appeals Team will act on a timely basis to decide the appeal and to notify the applicant in writing of the results of the appeal. The decision of the SFAT is final.

#### H. Disbursement of Financial Aid Funds

It is College policy that students are expected to attend all classes for which they are registered and attendance is calculated from the first official class day. Students who receive financial aid are reported as "non-attending," must contact the Office of Financial Aid. Attendance issues may cause a student's award to be adjusted. Disbursement checks are mailed approximately 14 days after the last day of the Drop/Add and Late Registration Period, pending receipt of federal funds. Books and supplies can be charged against Pell Grant after payment has been credited to the student's account for tuition and fees. Registration is not complete until tuition and fees have been paid.

Title IV Pell Grant will be awarded based on the student's Expected Family Contribution (EFC) number and hours attending.

12 or more credit hours	Full-time
9 to 11	Three-fourths time
6 to 8	Half-time
5 and under	Less than half-time

#### I. Return to Title IV Funds (R2T4)

The federal government has established a Return to Title IV funds (R2T4) Policy CFR Section 668.22. **Federal Grant recipients who completely withdraw from the institution prior to completing 60% of the enrollment period are**

**subject to the R2T4 policy and may owe a repayment.** The R2T4 calculation will be performed in accordance to federal regulations. A student who unofficially withdraws and the last date of attendance cannot be determined, the R2T4 calculation will be based on the mid-point of the semester and the recipient may owe a repayment to the Title IV programs. The Title IV programs consist of Federal Pell Grant, Federal Supplemental Educational Grant (FSEOG), and the Academic Competitive Grant (ACG).

#### **Procedure for Repaying the U.S. Government**

According to regulations, the Office of Business Services performs the Return to Title IV calculations. When it is determined that the student owes a repayment of grants to the U.S. Government, the student will be sent a letter of notification of this debt and will be ineligible to receive any future Title IV aid until this matter is resolved. If the student owes a balance to the College, the student must pay the balance prior to registering for future semesters or requesting a transcript be sent to another college.

The student must contact the Cashier's Office within 45 days of receiving the written notification on any repayment obligation. If the student does not contact the Cashier's Office with payment, the College will send the student's information to the U. S. Government for collection and the student will remain ineligible for federal and state aid until the College receives notice that the student has re-established his/her eligibility. The student must present to the College a Title IV letter of eligibility from the Department of Education.

**It is the intent of the Office of Financial Aid to inform Federal Grant recipients who completely withdraw from all courses in a given semester to seriously consider the implications of this R2T4 policy. Students who are having difficulty in their classes should seek assistance through their instructors, the Counseling Center and the Learning Center.**

#### **J. Definitions**

##### **Federal Grant Recipient**

A student who receives one or more of the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work/Study funds.

##### **Complete Withdrawal**

The withdrawal date is the date the student submits a completed Schedule Change form to withdraw from all classes to the Office of Admissions and Records or the appropriate instructional site. In those cases where a student unofficially withdraws (stops attending without completing the withdrawal process); the withdrawal date is the mid-point (50%) of the term if a withdrawal date cannot be determined.

#### **Sixty Percent (60%) of Enrollment Period**

The sixty-percent enrollment period is published each semester in the printed semester schedule of classes. Students who withdraw from school before these dates will owe a repayment and will have accumulated attempted course hours. The sixty percent date is the date in which 60% of the class meetings have been held.

#### **Repayment**

A repayment is what a student must return to the U.S. Department of Education. The amount of repayment will be based upon a formula, prescribed by law, that considers the date of withdrawal and the amount of federal aid (excluding work-study) received. Any student who fails to repay the U.S. Department of Education will not be eligible to receive federal aid at Shelton State Community College or any other institution.

#### **K. Student Rights**

Students have the right to ask Shelton State Community College:

- the name of its accrediting and licensing organizations;
- about its programs, its institutional laboratories and other physical facilities, and its faculty;
- about the cost of attending and its policy on refunds to students who withdraw;
- what financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs;
- what are the procedures and deadlines for submitting applications for each financial aid program;
- what criteria are used to select financial aid recipients
- how financial need is determined;
- how and when students on financial aid will receive a disbursement;
- how the school determines whether a student is making satisfactory progress and what happens if the student is not;
- what special facilities and services are available to persons with disabilities.

*It is the student's responsibility to:*

- review all information about the College's programs before enrolling;
- pay special attention to the Application for Student Financial Aid, complete it accurately, and submit it on time to the proper office;
- know and comply with all deadlines for applying and reapplying for financial aid;
- provide all additional documentation, verification, corrections, and/or new information requested by the Office of Financial Aid or the agency to which application was made;
- read, understand, and keep copies of all forms the student is asked to sign;

- repay any student loan obligations and/or request deferment information from the lending agency;
- notify the Office of Admissions and Records of any change in the student's name, address, course major, or attendance status;
- understand the refund policy;
- appeal any decision made concerning financial aid status;
- call the Office of Financial Aid and request that the SAR be pulled down electronically or bring in his/her copy; notify the Office of Financial Aid of a change of program and request a transfer evaluation (If no credits can be transferred into the new program, the student will be advised accordingly.)

## **FINANCIAL AID COURSE LOAD REQUIREMENT**

To receive the amount of Federal Pell Grant as indicated on the financial aid award letter, a student must be enrolled for a full-time course load which is a minimum of 12 credit hours each semester. A student who enrolls for less than 12 credit hours will have his/her Pell Grant award adjusted according to registration status. A student enrolled in nine to 11 credit hours is considered three-quarter time, six to eight credit hours half-time, and one to five credit hours less than half-time. If a student receives Title IV funds and is registered for technical classes that require clock hour conversion, the Title IV Pell awards will be based on financial aid hours rather than academic hours. Students who have questions regarding the enrollment status or adjusted credit hours should call the Office of Financial Aid, 205.391.2218.

## **FEDERAL FINANCIAL AID PROGRAMS**

### **A. Pell Grant**

The Federal Pell Grant is designed to assist eligible applicants with educational expenses. The Federal Pell Grant does not have to be repaid unless the Return to Title IV applies. Pell Grant provides a foundation of financial aid to which other federal and non-federal sources of aid may be added. The amount of a Federal Pell Grant is dependent upon a family's financial circumstances. Students should complete the Free Application for Federal Student Aid (FAFSA) to apply for a Federal Pell Grant. A Federal Pell Grant is awarded for an academic year (two semesters). The financial aid year begins with the fall semester and ends with the summer semester. Beginning the 2009-2010 award year, eligible Pell Grant recipients can receive up to 200 percent of his/her scheduled award. This means that a student can receive two consecutive scheduled Pell Grant awards during a single award year. To qualify, students must be enrolled at least half time for more than one academic year during a single award year and must be in an associate or a certificate program. Applicants who are first-time Pell Grant recipients on or after July 1, 2009, can receive awards for a maximum of

18 semesters or the equivalent. Only the percentage of time that a student is enrolled will count toward this limit. Once classes begin, students must attend class starting the first day or Pell Grant may be adjusted for non-attendance. For more information about Federal Pell Grants, contact the Office of Financial Aid, 205.391.2218.

### **B. Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant is designed to assist students with exceptional financial need. Priority is given to Federal Pell Grant recipients who apply early (prior to May 30 for the coming fall semester) and have a "0" eligibility number (EFC). Students should complete the Free Application for Federal Student Aid (FAFSA) to apply for Federal Supplemental Educational Opportunity Grant (FSEOG). For more information about Federal Supplemental Educational Opportunity Grants, contact the Office of Financial Aid, 205.391.2218.

### **C. Academic Competitive Grant (ACG)**

The Academic Competitive Grant is awarded to eligible students who qualify for Pell Grant and have completed a rigorous secondary school program of study. The applicant must be: a U.S. citizen, a federal Pell Grant recipient, enrolled at least half-time in a degree or certificate program, and enrolled in the first or second year of their program of study to be eligible for each academic year. The ACG award is \$750 for the first academic year and \$1,300 for the second academic year.

### **D. Alabama Student Assistance Program (ASAP)**

The Alabama Student Assistance Program is designed to assist exceptionally needy students. It consists of Federal State Student Incentive Grant funds and funds appropriated by the Alabama Legislature. ASAP funds are gift aid which does not have to be repaid. Students should complete the Free Application for Federal Student Aid (FAFSA) to apply. Priority is given to those who receive a Federal Pell Grant and who apply early. For more information concerning the Alabama Student Assistance Program contact the Office of Financial Aid, 205.391.2218.

### **E. Federal Work-Study**

The Federal Work-Study is part-time employment on and off campus. It allows students to earn a portion of the money which is needed to finance their education. This program exists to assist in paying the difference between the cost of education and the amount that the student and the parents can afford to pay. Federal Work-Study provides a meaningful job experience while allowing the student the opportunity to earn a portion of his or her educational cost. Students must complete the Free Application for Federal Student Aid (FAFSA) and a Shelton State

Community College Application for Federal Work-Study to apply. For additional information, contact the Office of Financial Aid, 205.391.2218.

## VETERAN FINANCIAL PROGRAMS

### A. Alabama National Guard

**1. Educational Assistance Program (ANGEAP)** The Alabama National Guard Educational Assistance Program is designed to provide financial assistance to Alabama National Guard members. Limited funding is provided by the Alabama Legislature and priority is given to those who apply early. Applications for the Alabama National Guard Educational Assistance Program are available from the member's Alabama National Guard Unit. For more information concerning the ANGEAP, members should contact the National Guard benefits administrator at the member's unit.

#### 2. Tuition Assistance Program

Tuition Assistance is provided in accordance with current VA policy. Semester hour caps are set at 6 hours per semester not to exceed 15 hours per year. The State Education Services Officer **MUST** approve all requests for Tuition Assistance **PRIOR** to the start of the class.

For more information concerning the TA program, eligible members should Contact the Army National Guard benefits administrator at the member's unit.

### B. Alabama GI Dependents State Scholarship Program

Alabama GI Dependent Scholarship Program provides for a child whose parent was killed or died in the line of duty, is listed as missing in action, died from a service connected disability, is deceased but had a 20% to 100% service connected disability, is living and has a 20% to 100% service connected disability, or is or was a prisoner of war. The scholarship may pay tuition, one fee, and required books. The scholarship will not pay for tools, supplies, and developmental courses and books. To apply, contact the Alabama State Department of Veterans Affairs, P.O. Box 1509, Montgomery, AL 36102-1509 or any county veterans service officer of that Department whose office is located in the County Courthouse or building nearby.

**Note:** State Dependent Scholarship does not pay for developmental classes.

### C. Benefits for Veterans and Dependents of Veterans

Shelton State Community College does not participate in advance pay. Students must pay for books, tuition, and fees at the time of registration. Students should expect to receive Veterans Administration (VA) benefits 60 to 90 days after submission.

A veteran may be certified for only one semester if the student has prior credit that has not been received and evaluated. Recertification is contingent upon completion

of admissions records and receiving transfer of credit information. If the enrollment period is temporarily interrupted, the Office of Financial Aid will certify re-enrollment when the veteran notifies the office. Benefits may not be paid for courses previously passed unless a better grade is required in the degree objective, for courses in which a grade of Incomplete, "I," was previously received, or for courses which are not a part of the declared educational program (unless approved as a substitute for a required course by the appropriate instructional officer.)

**ALL VETERANS SHOULD CONTACT THE OFFICE OF FINANCIAL AID DURING REGISTRATION IN ORDER TO COMPLETE PROPER CERTIFICATION WITH THE VETERANS ADMINISTRATION.**

Information pertaining to the Alabama Veterans program may be obtained by writing the State Department of Veteran Affairs, P. O. Box 1509, Montgomery, AL 36104.

Documentation of veteran's information as required by the Veterans Administration and Shelton State is as follows:

1. copy of DD-214 or Certificate of Eligibility - Doc. #2384;
2. transcripts from all institutions previously attended. TRANSCRIPTS ARE NOT ACCEPTED FROM STUDENTS - ONLY DIRECTLY FROM INSTITUTIONS; and
3. file number.

To apply for veterans benefits the student must complete the following procedure:

1. Apply for admission to the College and complete his/her admission file.
2. Complete an application for VA benefits and attach a copy of DD-214 or Notice of Basic Eligibility (NOBE) - National Guard Reserve. If a student has used VA benefits at a previously attended institution, students must complete a "Request for Change of Program or Place of Training" form (Form 22-1995.)
3. Disabled Veterans (Chapter 31) must contact a VA counselor at 950 22nd Street, N., Suite 777, Birmingham, AL 35203. If eligible, the VA counselor will submit authorization to the College which will pay for tuition, fees, and required books and supplies.
4. Dependent Students of 100% or totally Disabled Veterans (Chapter 35) must complete application form 22-5490. The Dependents' Educational Assistance (DEA) program provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. If you are a spouse, you may take a correspondence course. Developmental, deficiency,

and refresher courses may be approved under certain circumstances.

### Certification of Veterans

The following criteria will be used for certifying veterans or eligible persons.

1. Certification will be granted for only those courses which are applicable to the declared program of study (major). Any deviation must be approved in writing by a College official.
2. Certification for more than the required number of hours will be granted only upon written approval from the Veterans Administration.
3. Certification may be granted for basic institutional credit courses and developmental courses if such courses are necessary for the student to reach his or her objective.
4. Certification will not be granted for audit or community education courses.
5. Veterans must be recertified for educational benefits when they re-enter college after an interruption of an educational program.
6. The veteran who has received college credit at other institutions will be certified for only those courses necessary to complete the declared program of study at Shelton State Community College.
7. Payment for benefits will be based on the following schedule:

**12 credit hours or more**  
**9 to 11 credit hours**  
**6 to 8 credit hours**  
**5 or less credit hours**

Full-time payment  
Three-fourths payment  
One-half payment  
Reimbursement for tuition and fees only

### Class Attendance of Veterans

For the veteran, failure to attend class may result in a reduction or termination of benefits. Any irregularity in class attendance must be approved by the instructor and the appropriate VA officer as to whether absences are excused or unexcused. Should the veteran accumulate excessive unexcused absences, the reduction of benefits to the veteran will be made effective the last date of attendance in class.

### Withdrawals from Class or Classes by Veterans

Veterans may adjust their schedule without penalty only during the Drop/Add and Late Registration Period. A veteran who withdraws after this period without demonstrating extenuating circumstances could suffer loss of payment under VA educational assistance.

## SCHOLARSHIPS

Shelton State Community College offers competitive full or partial scholarships to qualified students. Scholarship information and applications are available on the Shelton State Web site, [www.sheltonstate.edu](http://www.sheltonstate.edu), in the Counseling Center on the Martin Campus, Room 128 in the Administration Building on the C.A. Fredd Campus, and from high school counselors.

For specific scholarship requirements and deadlines, refer to the specific scholarship information.

### Academic

Academic scholarships recognize outstanding high school seniors and Shelton State students who have excelled in academics. Students should have a minimum of a 3.00 average in addition to involvement in extracurricular activities. An ACT or SAT score is required of high school students applying for academic scholarships.

### Technical

Technical scholarships are awarded to new or returning SSCC students based on availability, high school record, performance, and recommendation of the instructor. Technical scholarships support students whose educational goals include the completion of one of the College's career technical programs of study.

### Performing Arts

Performing Arts scholarships are awarded to students in Art, Music, Speech/Forensics, and Theatre. Awards are based upon availability, competition, demonstrated talent, academic record, the student's educational goals, and a recommendation from the community. They are conditional upon the student's active engagement in the Art, Music, Speech/Forensics, or Theatre Department. Art students submit a portfolio; Music, Speech/Forensics, and Theatre students perform in scheduled auditions at the College.

### Athletic

Athletic scholarships are awarded on the basis of tryouts and/or a demonstrated ability to compete on the intercollegiate level. Scholarships cover tuition, fees, and books. The number of scholarships awarded in each sport, along with eligibility requirements, is established by the NJCAA. Scholarships are awarded in baseball, men's and women's basketball, and women's fast-pitch softball.

### Cheerleading

Shelton State Community College has a co-ed cheerleading squad which performs at home basketball games and other school functions. Members are chosen at tryouts which are held each spring.

### Promise

Promise scholarships are awarded to new or returning students who have demonstrated capability of success in high school or college and documented financial need. Promise scholarships are awarded for the academic year in which they are awarded and application may be made for renewal. Application for Federal Financial Assistance is required for Promise scholarships.

## Other Scholarships

### Childcare

Leadership in Child Care scholarships are available to Alabama residents employed in a legally operating facility caring for pre-school or school-age children. The student must be seeking first Child Development Associate (CDA) credential. Information and applications for these scholarships are available in the Office of Financial Aid.

### Children of Blind Parents

Children of certain blind parents may be eligible for scholarships at Shelton State. Eligibility for each applicant is determined by the Chancellor of the Alabama College System. Further information may be obtained from the Office of Financial Aid.

### Senior Scholarship Program

The State of Alabama provides a scholarship program that allows senior adults to register for any of the credit courses offered through the College. Individuals must: be at least 60 years of age at the time of enrollment, take each course only one time, be registered for a course only

after the class has met minimum enrollment requirements as defined by the College, provide proof of high school graduation or the equivalent, and pay all applicable fees. For additional information, contact the Counseling Center, 205.391.2232.

### Shelton State Community College Foundation

The Shelton State Community College Foundation, a separate entity from the College, provides scholarships for students enrolled in instructional programs at the College based on students' academic standing, community involvement, special criteria, and/or financial need. Information and applications are provided in the Shelton State Community College Foundation Office, the Shelton State Counseling Center, on the Shelton State Web site, [www.sheltonstate.edu](http://www.sheltonstate.edu), and in the office of area high school counselors. For additional information contact the Office of the Shelton State Community College Foundation, 205.391.2298.

# ACADEMIC INFORMATION

## ACADEMIC YEAR

The academic year of Shelton State Community College is divided into three semesters: a fall semester, a spring semester, and a summer semester. Split terms or mini terms are offered during each semester.

## GRADING SYSTEM

Letter grades are assigned according to the following system for all courses for which students have registered.

*A	Excellent (90-100)
B	Good (80-89)
C	Average (70-79)
D	Poor (60-69)
F	Failure (below 60)
W	Withdrawal
I	Incomplete
IP**	In Progress
AU	Audit
S	Satisfactory
U	Unsatisfactory

\*Grade requirements and withdrawal policies may vary in specific courses or programs. For specific information consult the course syllabus, the department page on the College Web site or contact the Office of the Dean of Instruction, 205.391.2283.

\*\*A grade of IP is available only in those sections of developmental education courses that utilize Computer Based Instruction (CBI). These CBI sections are identified each semester in the printed official Schedule of Classes; this Schedule is also available on the College Web site,

[www.sheltonstate.edu](http://www.sheltonstate.edu). For additional information, refer to the Language Arts and Mathematics department pages on the College Web site.

A grade of W is assigned to a student who officially withdraws from the College or from a course. Refer to the Withdrawal Process for additional information.

A grade of I is assigned only if the final exam (or some work of equivalent significance) is missed. The students must provide the instructor with documentation to support that the absence was due to extenuating circumstances. In the event that an I is given, the instructor must submit to the division chair (or other designee) a written plan for the student to complete the work to establish the course grade. This plan must contain all information and materials required to establish the grade. Unless extenuating circumstances exist, the grade must be established within one semester after the I was initially assigned. Once the grade is determined, the instructor will follow the official change of grade procedure. If no grade has been established prior to the end of the semester the I will automatically be changed to F.

Non-credit College activities such as START-UP, COMPASS, etc., may appear on the student's schedule and/or transcript.

## AUDIT

A student may audit a course rather than enroll in it for credit. Standards of performance for each class will be defined by the individual instructor. A mark of AU is given to denote an audit. A student auditing classes must fulfill

admission requirements as stated in the Admissions/Records information section of this catalog and meet all required course prerequisites. A student may change a course from CREDIT to AUDIT or from AUDIT to CREDIT only during the Drop/Add and Late Registration Period of each semester within the Office of Admissions and Records.

## GRADE POINTS

To obtain a numerical measure of the quality of a student's work, grade points are assigned to grades as indicated below:

- A – 4 grade points per hour
- B – 3 grade points per hour
- C – 2 grade points per hour
- D – 1 grade point per hour
- F – 0 grade points per hour

The grade point average (GPA) of a student is determined by multiplying the number of grade points for each grade received by the number of semester hours for that course; then the total number of grade points is divided by the total number of semester hours attempted, excluding courses with W, S, U, and AU designations.

## MAXIMUM AND MINIMUM COURSE LOAD

The student course load for a full-time student is 12 to 19 credit hours per semester. Twenty or more credit hours constitute an overload. A student course overload must be approved by the Dean of Instructional Services. No student will be approved for more than 24 credit hours in any one semester for any reason.

## PREREQUISITES AND COREQUISITES

Students are required to complete prerequisites and satisfy corequisites for each course for which they are registered. Students who enroll in a course without completing course prerequisites and satisfying corequisites may be withdrawn from the course and assigned a grade of W by the College and may not qualify for a refund of tuition. It is the responsibility of the student to ensure that all course prerequisites and corequisites are met.

**NOTE:** Prerequisite: a course or condition required prior to enrolling in another course. Corequisite: a course or condition that must be taken at the same time as another course, or in special circumstances, completed prior to another course.

## WORKKEYS

Shelton State Community College is an ACT WorkKeys Service Center. The ACT WorkKeys system has been implemented at the College to assist students in improving their skills for the workplace.

The WorkKeys system consists of skills assessment of individuals, profiles to determine skill levels needed for jobs, and targeted instruction to assist individuals in skills improvement. WorkKeys provides a common scale so that

the College and community can communicate more clearly regarding workplace skills. The goal is to ensure that Shelton State Community College students enter the world of work with the skills they need to assure success.

The Skills Report that is generated upon completion of the official ACT WorkKeys assessment explains the skill levels attained by the student and specifies the workplace skills that the individual student has mastered. This information is a part of the career credentials document that students can provide to a potential employer to demonstrate their ability to contribute in the workplace.

The schedule for administering the official ACT WorkKeys assessment is publicized each semester. Anyone desiring further information about ACT WorkKeys may contact the Office of the Dean of Instruction.

## COMPASS ASSESSMENT

Course placement at the College is determined by the results of COMPASS, the official assessment instrument used by the College.

Students must present picture identification and have an application for admission on file with the Office of Admissions and Records to take the COMPASS Assessment. COMPASS retesting is allowed under certain circumstances. The College reserves the right to assess a nominal charge for retesting. COMPASS scores are valid for three years. Students who enroll in a course without equivalent assessment scores may be withdrawn from the course by the College and may not qualify for a refund of tuition. It is the responsibility of the student to ensure that all assessment requirements are met.

The following students are exempt from the English and/or mathematics section(s) of the COMPASS® Assessment:

- a. students who score 20 or above on the English section and/or 20 or above on the mathematics section of the ACT and enroll at Shelton State within three years of high school graduation;
- b. students who score 480 or above on the English section and/or 480 or above on the mathematics section of the SAT I and enroll at Shelton State within three years of high school graduation;
- c. students who have an associate degree or higher from a regionally accredited postsecondary institution (community, junior or four-year college);
- d. students who transfer degree-creditable college-level English or mathematics courses with a grade of C or better;
- e. students who have successfully completed certain developmental coursework at another Alabama College System school within the last three years;
- f. students who provide documentation of assessment (COMPASS or ASSET) within the last three years.

To be eligible for these exemptions, assessment scores and/or college transcripts must be on file with the Assessment Coordinator.

## ACT/SAT Policy

In lieu of assessment exam scores, course placement may also be assigned based on English and mathematics subtest scores as reported by ACT and SAT assessment, provided that the student is enrolling within three years of high school graduation.

ACT SCORE	SAT SCORE	PLACEMENT
20 or higher in English and 20 or higher in Reading	480 or higher in Writing and 480 or higher in Critical Reading	ENG 101
20 or higher in Reading	480 or higher in Critical Reading	No RDG course required
Reading PLACEMENT	Critical Reading	
20-24 in Mathematics	480-570 in Mathematics	MTH 100
25-26 in Mathematics	580-610 in Mathematics	MTH 110 or 112
27-28 in Mathematics	620-640 in Mathematics	MTH 113 or 120
29 or higher in Mathematics	650 and above in Mathematics	MTH 125

*These scores are subject to change.*

## CREDIT FOR EXAMINATION PERFORMANCE AND EXPERIENCE

College credit by examination and credit for several types of out-of-class experiences including, but not limited to, College Level Examination Program (CLEP), DANTES, Advanced Placement (AP), and military credit are recognized by Shelton State Community College. Not more than 25 percent of the total credit required for any program may be awarded through nontraditional means. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at Shelton State Community College in order to earn a certificate or degree.

## CREDIT AWARDED THROUGH NON-TRADITIONAL MEANS: PRIOR LEARNING/ EXPERIENTIAL LEARNING

### Prior Learning Assessment (PLA) Policies and Procedures

Shelton State Community College and The Alabama College System recognizes that learning occurs in a variety of ways. Individuals can develop mastery of course competencies through employment, training, and other experiences, which is termed "prior learning." Credit can be awarded for prior learning from which the skills that comprise courses (terminal objectives) are mastered to an acceptable degree of proficiency and the individual documents skill mastery.

### Awarding Credit through Prior Learning Assessment

Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses. Course credit earned through prior learning shall be noted on the student's transcript as having been awarded through PLA.

Credit for academic transfer courses awarded through PLA may only be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY). Credit for experiential learning (portfolio review) may not be awarded for academic transfer courses.

In the process of determining if credit can be awarded for prior learning, institutions shall charge students only for the cost of the PLA services and not for the amount of credit awarded. There shall be a charge of \$25 for each portfolio review to assess experiential learning for credit. Documentation must be provided for each course for which credit through experiential learning is requested, and the \$25 fee applies to each review of the documentation (e.g., individual is charged \$50 if the person is seeking credit through experiential learning for two courses, and thereby requires portfolio reviews in relation to those two courses). Students seeking credit for academic transfer courses through examination or nationally recognized guidelines are not charged a fee for PLA or for credits awarded through PLA.

Not more than 25 percent of total credit required for any program may be awarded as a result of PLA. Credit awarded through PLA does not count toward the minimum of 25 percent of semester credit hours that must be completed at the institution granting the degree as referenced in State Board of Education policy 715.01. Before receiving credit through PLA for a course, an individual must meet enrollment requirements of the course. Credit may not be awarded twice for the same learning.

### Prior Learning Assessment Procedures

1. The student must enroll at the institution and meet all admission requirements for the program in which course credit for prior learning is being sought.
2. The student must obtain an Application for Credit Awarded through Non-traditional Means: Prior Learning/ Experiential Learning from the Office of Admissions and Records and then submit the completed form to the Associate Dean of Academic or Technical Services.
3. The Associate Dean of Academic or Technical Services, along with the Registrar, will determine if prior learning credit is available for the particular course(s) and determine the appropriate evidence that must be provided for awarding such credit. Portfolios and/or assessments should be used as prior learning assessment tools for awarding credit. Not all courses at Shelton State Community College are available for PLA credit.

4. If it is determined that PLA credit can be awarded, the student must make arrangements with the Associate Dean of Academic or Technical Services to determine what must be included in the applicant's portfolio. In the portfolio assessment process, an instructor of a course for which credit for experiential learning is being sought, along with the Associate Dean of Academic or Technical Services, shall evaluate the student's work and training experiences in the program field and determine if the student should be considered for PLA. Evidence of experiential learning that should be included in the portfolio should include a description of experiences and the skills learned from these experiences. The portfolio includes a brief life history, statement of individual's career goals, description of experiences (work and non-work related) and related learning matched to courses for which credit is being sought, and any supporting documentation (e.g., licensures, certifications, continuing education units, training records, employer verification of tasks performed, and examples or demonstrations of skills possessed).
5. The instructor must submit the recommendation to the Associate Dean of Academic or Technical Services. If approved, the Associate Dean submits the recommendation to the Dean of Instructional Services for review and approval.
6. Portfolio assessment by itself may be used for PLA only when the following methods cannot be used: course challenge exams as determined by the Dean of Instructional Services upon recommendation from the Associate Dean of Academic or Technical Services, College Level Examination Program (CLEP), American College Testing Proficiency Examination Program (ACT/PEP), Defense Activity for Non-Traditional Support (DANTES), American Council on Education's Program on Non-collegiate Sponsored Instruction (ACE/PONSI), College Board Advanced Placement (AP) Program, American Council on Education College Credit Recommendation Services (ACE/CREDIT), or American Council on Education Military Program (ACE/MILITARY).
7. If approved, credit awarded through PLA will be awarded and included on the student's transcript. Awarded credit will be designated as being credited by PLA.

#### **TECH PREP ADVANCED CREDIT/PLACEMENT**

The West Alabama Tech Prep Consortium which consists of Shelton State Community College and each of the county school systems from Bibb, Greene, Hale, Pickens, Tuscaloosa, and the Tuscaloosa City School system has developed a formal articulation agreement. This agreement is designed to build upon the educational experiences begun at the secondary level in specific career occupations. This agreement which was signed by each member's superintendent/president lists specific provisions in order to receive advanced credit/placement.

To be eligible for this advanced credit/placement, the applicant must:

1. be recommended by the applicant's technical instructor for advanced credit;
2. pass the high school course(s) which are to be articulated with at least a B average; and
3. meet all requirements as established in the respective high school's articulation agreement.

For questions concerning advanced credit/placement, contact the Office of Shelton State Community College's Tech Prep Coordinator, 205.391.2407.

#### **COLLEGE PREPARATORY PROGRAM**

The Alabama State Board of Education (ASBE) has directed that each institution in the Alabama College System will offer a program of college preparatory instruction. This program includes the following features:

1. Each college in The Alabama College System will require students to take a placement assessment upon admission to the college and prior to enrollment into an associate degree or college-level certificate program.
2. Each college in The Alabama College System will require every student who enrolls in a college-level course in mathematics or language arts to take the prescribed placement assessment. ("Language arts" is defined as English, reading and composition.) At Shelton State Community College, COMPASS is the official placement assessment of the institution. Students taking the assessment satisfy this portion of the ASBE College Preparatory Program.
3. Each institution will designate college preparatory courses in language arts and mathematics. These courses are not designed to transfer and do not count toward graduation as elective credit. At Shelton State Community College, these courses are as follows: Language Arts: ENG 092, ENG 093, RDG 084, RDG 085 Mathematics: MTH 090, MTH 098
4. Each student who scores below the established placement score on the designated placement assessment must enroll in the appropriate college preparatory course (or courses) and must remain enrolled in college preparatory instruction until the student demonstrates readiness for college-level work.
5. The maximum load for a student who is enrolled in two or more college preparatory courses is 13 semester hours.

#### **CLASS ATTENDANCE POLICY**

STUDENTS ARE EXPECTED TO ATTEND ALL CLASSES for which they are registered. Instructors are required to keep a record of attendance for each class meeting.

**CLASSES AT THE COLLEGE ARE TO BE HELD AS ANNOUNCED IN THE CLASS SCHEDULE. STUDENTS ARE EXPECTED TO ATTEND CLASS ON TIME AND ARE EXPECTED TO REMAIN IN CLASS FOR THE**

## DURATION OF THE PUBLISHED CLASS TIME.

Students attending for less than 30 minutes or half the scheduled time for the class, whichever is greater, will be considered absent for that class meeting. Instructors are not required to give additional time to students who are tardy for tests or quizzes. Student absences are calculated from the first day of classes. Attendance the first day of class or at the orientation session for a distance education class is essential. Instruction begins, the syllabus is distributed, room assignments are confirmed, attendance is recorded, and financial aid will be adversely affected by absence the first day of class. When a student registers late, the classes that the student missed from the first scheduled class date are counted as absences.

**The manner in which make up work, test(s), or assignment(s) will be given for excused absences shall be left solely to the discretion of the instructor.** Possible acceptable, documented excused absences include military service, accidents, court appearances, illness of the student or illness of an immediate family member, or the death of an immediate family member. Work-related excuses, child-care issues, and/or travel will not excuse an absence. The student must submit appropriate documentation of extenuating circumstances to the instructor and make arrangements for any make-up work within one week of the last day covered by the excuse. It is the student's responsibility to make arrangements with the instructor to make up missed work. **Any missed material will not be re-taught by the instructor.** **IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP A RECORD OF HIS/HER ABSENCES.**

Withdrawal from class or removal from the registration database can affect eligibility for federal financial aid. For additional information, contact the Office of Financial Aid, 205.391.2218. If a student is unable to attend at least 80 percent of class meetings, regardless of the reason or circumstance, it is recommended that the student withdraw from that class before excessive absences interfere with the student's ability to successfully complete the course.

Attendance requirements in programs that lead to board licensure or certification may differ from this policy. Students should consult program policies and guidelines for details.

## ABSENCES FOR APPROVED COLLEGE ACTIVITIES

Absences for students participating in official College activities that have been approved by the President or his designee will be excused absences upon receipt of written notification from the Office of the Dean of Student Services and the appropriate coach or sponsor. This notification will meet the following guidelines:

1. Notification must be given to the instructor prior to the absence(s); and
2. Notification must state the time frame of the activity including, specifically, the time for which the student must leave for the activity and when the student will

return to campus. Students engaged in approved College activities are to be excused no more than 30 minutes prior to the beginning of the activity or 30 minutes prior to the latest time at which they must leave campus in order to arrive safely at their destination.

It is the responsibility of each student engaged in approved College activities to make arrangements to complete any missed assignments, exams, etc., at a time convenient for the instructor. As much as possible, students should schedule classes on days and times which will not be affected by participation in official College activities so as to minimize their absences. A student participating in approved College activities should make every effort to arrange class responsibilities such as oral reports, speeches, recitals, group work participation, etc., around the schedule of approved activities so that no hardship is placed on other class members or the instructor. Instructors are not required to "re-teach" classes for students who miss class for any reason. Since many events are scheduled ahead of time, the Office of the Dean of Student Services and the coach or sponsor of the activity may notify instructors at the beginning of the semester of all absences as long as the notification meets the guidelines above.

## DISTANCE EDUCATION

The purpose of distance education is to expand the availability of educational opportunities regardless of geography and time constraints or career commitments. Shelton State Community College provides high quality educational experiences that emphasize institutional strengths and are receptive to the needs of both on-campus and off-campus students with instruction delivered through the Internet. For additional information on distance education, visit the College Web site, [www.sheltonstate.edu](http://www.sheltonstate.edu).

## BUCS MAIL

All students who are or have been registered for classes at Shelton State Community College are provided an e-mail account. Students who are currently registered must have an e-mail account. Electronic mail is the official method of communication for delivery of information. Shelton State designated communicators may use this e-mail account to send official communications to the student body. Student e-mail addresses will be recorded in the College's electronic directories and records.

Students shall use College issued e-mail addresses to share files and ideas and to communicate with other students and College personnel.

1. Students bear the responsibility to read official College notices at least twice per week and respond (if required).
2. Students bear the responsibility to comply with all appropriate use of e-mail in accordance with the College's policies and procedures located in

the Shelton State Student Handbook and the Standard College Policies located on the Shelton State Web site, [www.sheltonstate.edu](http://www.sheltonstate.edu).

## STANDARD COLLEGE POLICIES

Classes taught at the College are governed by the "Standard College Policies" (the "Policies"). A copy of the Standard College Policies will be sent to each student at the SSCC student e-mail address, Bucs Mail, assigned to the student by the College. It is the student's responsibility to check the student's Bucs Mail account for the Policies. Upon receipt of the Policies, students are deemed to be on notice of the contents of the Policies and are expected to abide by those policies for every class the student attends at the College. The Policies may also be found by visiting the College's Web site, [www.sheltonstate.edu](http://www.sheltonstate.edu). Students who have questions concerning the Policies should contact the Office of the Dean of Instructional Services, 205.391.2283.

Additionally, College instructors are required to provide a syllabus to each student enrolled in their courses. The syllabus shall set forth the instructor's expectations, policies, procedures, course content, course schedule, and other information that defines the requirements of the course for the student. Upon receiving the syllabus, students are deemed to be on notice of its contents and are assumed to understand and abide by the expectations, policies, and procedures stated therein. Students who have questions regarding the syllabus should contact the Office of the Dean of Instructional Services, 205.391.2283, or the department or division chairperson.

## DROP/ADD and LATE REGISTRATION PERIOD

Students may make adjustments to their schedules only during the Drop/Add and Late Registration Period as defined in the College's Academic Calendar. After this period, tuition will not be refunded for course(s) dropped if the student has other courses remaining within that term. Students should consult the published semester Schedule of Classes for refund information. Students who wish to make an adjustment to their schedule during the published the Drop/Add and Late Registration Period may do so by:

1. accessing the online student portal via the Shelton State Web site at [www.sheltonstate.edu](http://www.sheltonstate.edu);
- or
2. completing the drop/add process within the Office of Admission & Records on the Martin Campus.

## WITHDRAWAL POLICY

Once classes begin for the respective term a student who wishes to withdraw from a class or totally withdraw from school must officially withdraw on or before the date designated as the last day to withdraw for the semester. The last day to withdraw from any class is the last day of classes for the term as defined by the College's Academic Calendar.

**There will be no withdrawals after this date.** The student will receive a grade of W regardless of the student's average at the time of the withdrawal if the course does not qualify for a full refund when dropped; the grade of W will be recorded on the student's permanent record. Students who remain in the course after the last day to withdraw will receive the grade earned for the course. Withdrawal through the online student portal is available until midnight of the designated last day for withdrawals, and withdrawal in person is available in the Office of Admissions and Records until the close of business of the designated last day for withdrawals. No withdrawals will be taken over the telephone or by e-mail. Failure to attend class does not constitute official withdrawal.

**NOTE:** Students who receive Federal Financial Aid and withdraw from all classes for which they are registered may owe money to the College.

## CHANGE OF GRADE POLICY

With the permission of the Dean of Instructional Services, an instructor may change a grade. Unless extenuating circumstances exist, the change of grade must be made within one semester after the grade was initially assigned. The instructor is responsible for submitting the completed grade change form to the Dean of Instructional Services.

## GRADE APPEAL PROCEDURE

The student may appeal only the final grade in a course. Grades received during the academic term (or semester) for performance, tests, or other activities are private and confidential material between the student and the instructor and are not intended to be covered by these procedures. Daily grades may be considered only as evidence in the formal part of the appeal process, viewed solely on the basis of "a need to know," and handled in such a manner so as to continue confidentiality.

Grade appeals should be handled informally, if possible. If efforts by the student and instructor to resolve the grade appeal have failed, formal action may be initiated.

A student who receives a failing grade because he or she was unaware of the procedure for dropping a course, does not have the right to appeal the grade.

Throughout the appeal process, the burden of proof in the grade appeal is the responsibility of the student.

1. At all levels of the grade appeal procedures, both informal and formal, the student has a right to be advised by anyone of the student's choice. If, at any point in the grade appeal process, the student is advised by legal counsel, the student must notify the Dean of Instructional Services of that fact at least five (5) working days in advance of the conference or hearing so that legal counsel for the College also may be present at the conference or hearing. College legal counsel may not speak or make a presentation at the conference or hearing but may advise the Dean of Instructional Services or other appropriate College officials.

2. If the grade appeal is in a course which is a prerequisite to a follow-up course for which the student is enrolled in the succeeding semester, the student will be allowed to enroll in the follow-up course if the student meets the following requirements:
  - a. the student acknowledges and accepts in writing that he/she is being allowed to enroll in the follow-up courses pending the outcome of his/her grade appeal; **and**
  - b. the student acknowledges and accepts in writing that if the grade appeal is not successful and the student is therefore considered not to have met the prerequisite for the follow-up course, the student will be administratively withdrawn from that follow-up course and that his/her tuition and fees paid for that course will be fully refunded and he/she will be reimbursed for required books, supplies, and materials purchased for the follow-up class upon the return of said books, supplies, and materials; **and**
  - c. the student acknowledges and accepts in writing that if the student receives financial aid (including books) for the follow-up course and the appeal is unsuccessful that the student will refund all financial aid received for the follow-up course.
3. Similarly, if an unsuccessful grade appeal would result in the student being placed on academic suspension, the student will be allowed to enroll in the succeeding semester if the student meets the following requirements:
  - a. the student acknowledges and accepts, in writing, that he/she is being allowed to enroll in the succeeding semester pending the outcome of his/her grade appeal; **and**
  - b. the student acknowledges and accepts, in writing, that if the grade appeal is not successful, the student will be placed on academic suspension and will be administratively withdrawn from school and his/her tuition and fees will be fully refunded and he/she will be reimbursed for required books, supplies, and materials purchased by the student upon the return of said books, supplies, and materials; **and**
  - c. the student acknowledges and accepts, in writing, that if the student receives financial aid (including books) and the grade appeal is unsuccessful that the student will refund all financial aid received for enrollment in the succeeding semester.
4. **The grade appeal procedure must be initiated within fourteen (14) calendar days from the first day of class of the succeeding semester (i.e. the semester following the semester or term in which the grade being appealed was received).** The first day of class is included within this fourteen (14) day time limit. If the informal measures described below fail to resolve the appeal and the student chooses to file a formal written appeal, such formal written

appeal must be submitted to the Dean of Instructional Services within forty-two (42) calendar days from the first day of class of the succeeding semester (i.e. the semester following the semester or term in which the grade being appealed was received). The first day of class is included within this forty-two day (42) time limit.

**NOTE:** If the grade being appealed is earned in a full-term class in the fall semester (or term), the succeeding semester shall be the spring semester (or term). If the grade being appealed is earned in a full-term class in the spring semester (or term), the succeeding semester shall be the summer semester (or term). If the grade being appealed is earned in a full-term class in the summer semester (or term), the succeeding semester shall be the fall semester (or term). If the grade being appealed is earned in a first-split-term class in any semester or term, the succeeding semester shall be the second split-term of that semester or term. If the grade being appealed is earned in a second-split-term class of any semester or term, the succeeding semester shall be the same as if the grade being appealed were earned in a full-term class.

5. To initiate a grade appeal process, the student must consult with the instructor regarding the grade within **fourteen (14) calendar days** of the succeeding semester. (Note: If the student cannot reach the instructor, the Department or Division Chairperson should be contacted.) If the appeal is not satisfied in the meeting of the student and the instructor, then, upon the request of the student, the Department or Division Chairperson will meet with either or both in an informal attempt to reach closure. If the appeal is resolved at this point, a "memorandum of record" should be prepared by the Department or Division Chairperson and be maintained on file by the Dean of Instruction. The memorandum will serve as the College record that the disagreement was resolved informally.
6. In the event the appeal is not resolved by the process specified in paragraph 5 above, and upon the further request of the student, the informal appeal procedure shall proceed to involvement of the Assistant Dean and/or the Associate Dean. If the Department or Division Chair is under the supervision of an Assistant Dean and an Associate Dean, both shall participate; if the supervision is that solely of an Associate Dean, only that official shall participate. The Dean(s) will review the decision of the Department or Division Chair and may consult with the Department or Division Chair, the faculty member, and/or the student in an attempt to reach an informal resolution of the appeal. If the appeal is resolved at this point, a "memorandum of record" should be prepared by the Assistant or Associate Dean and be maintained on file by the Dean of Instructional Services. The memorandum will serve as the College record that the disagreement was resolved informally.

7. If an agreement is not reached by using the informal approach, the student may file a formal written grade appeal with the Dean of Instructional Services. The formal grade appeal must state the reasons for the request, include the dates involved, name the instructor who assigned the grade, and include the previous attempts at resolving the situation informally. The burden of proof in the grade appeal is the responsibility of the student. This writing must be dated and filed with the Dean of Instructional Services within **forty-two (42) calendar days** from the first day of class of the succeeding semester, as heretofore defined.
8. The Dean of Instructional Services may discuss the appeal with the student and/or the instructor and attempt to resolve the disagreement. If the disagreement is resolved at this point, a memorandum to that effect will be placed on file. If the disagreement is not resolved at this point, the Dean of Instructional Services will inform the student in writing by direct, personal delivery to the student or by certified mail, return receipt requested, addressed to the student at the last address he or she has provided to the College. A memorandum of this action will be placed on file.
9. When the student is notified that the Dean of Instructional Services has not resolved the disagreement, the student may submit his or her appeal to the Grade Appeal Action Group. The student must submit this appeal within seven calendar days after receiving notification from the Dean of Instructional Services that the matter is still unresolved. (Procedural note: the student will notify the Dean of Instructional Services that the student wishes to appeal to the Grade Appeal Action Group. The Dean of Instructional Services will notify the Grade Appeal Action Group and will submit the written appeal of the student.)
10. The Grade Appeal Action Group will convene, gather evidence, and conduct a hearing. The student must provide appropriate evidence in support of the appeal. However, the Action Group may request the student's materials from the instructor in cases where the instructor possesses the evidence. Grade and attendance records may be requested of the instructor. To maintain the confidentiality of the hearing, only members of the Action Group and parties to the hearing may be present at the proceedings. A Division Chairperson will represent his or her faculty member, full-time or part-time, who is no longer connected with the College.
11. The Grade Appeal Action Group shall notify the Dean of Instructional Services of the date when the hearing is concluded. Following the conclusion of the hearing, the Action Group will deliberate privately and prepare a written recommendation for the Dean of Instruction. This written recommendation shall be submitted to the Dean of Instructional Services within fourteen (14) calendar days following the conclusion of the hearing held by the Action Group. The recommendation will be either to retain the grade or to alter it. If the recommendation is to alter, the specific grade after the alteration will be indicated. The recommendation should include a brief summary of the facts of the hearing and the reasons for the decision of the Action Group. The deliberations and recommendation of the Action Group are confidential. The Action Group will decide each of the issues raised in the appeal. The decision of the Action Group will be final and will conclude the process insofar as Shelton State Community College is involved.
12. The Dean of Instructional Services will provide a statement of the decision of the Grade Appeal Action Group to the student by direct, personal delivery of a copy of it to the student or by certified mail, return receipt requested, addressed to the student at the last address he or she has provided to the College. Copies of the statement of decision will be provided to the chair of the Grade Appeal Action Group, to the Department or Division Chairperson, and to the faculty member involved. A copy of the decision will also be placed in the file of the faculty member.

**NOTE:** The institution seeks to honor this policy in substance and reserves the right to adjust it when it seems in the best interest of fairness and equity to the student.

This policy and procedure are meant to be implemented according to the laws of the United States of America, the State of Alabama, and the policies and procedures of the Alabama State Board of Education.

## CLASSIFICATION OF STUDENTS

Students who have earned 31 semester hours or less are classified as freshmen. Those who have earned 32 hours or more are classified as sophomores.

Students who enroll for less than 12 hours are classified as part-time students. Part-time students' programs of study should conform to the general curriculum requirements for all students.

Students who are registered for 12 hours or more are classified as full-time students by the College.

## DEAN'S LIST

A Dean's List will be compiled at the end of each semester and published on the College's Web site and local print media. Requirements for the Dean's List are:

1. a semester grade point average of 3.5 or above, but below 4.0; **and**
2. completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental courses will not count toward the minimum course load requirement.

## PRESIDENT'S LIST

A President's List will be compiled at the end of each

semester and published on the College's Web site and local print media. Requirements for the President's List are:

1. a semester grade point average of 4.0; **and**
2. completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental courses will not count toward the minimum course load requirement.

## **STANDARDS OF ACADEMIC PROGRESS**

These standards of progress will apply to all students unless otherwise noted. Required Grade Point Average (GPA) levels for students according to number of hours attempted at the institution are as follows:

1. Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 cumulative GPA.
2. Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 cumulative GPA.
3. Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 cumulative GPA.

When a student is placed on Academic Probation, One Term Academic Suspension, or One Calendar Year Academic Suspension, College officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

The standards of progress relative to the cumulative GPA are applied as follows:

1. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is **CLEAR**.
2. When the cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student's status is **ACADEMIC PROBATION**. When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution, but the semester GPA is 2.0 or above, the student remains on Academic Probation.
3. When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read **SUSPENDED— ONE SEMESTER**. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status

is **CLEAR**.

4. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read **SUSPENDED ONE SEMESTER/READMITTED UPON APPEAL**.
5. The student who is readmitted upon appeal reenters the institution on **ACADEMIC PROBATION**.
6. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution, but whose semester GPA is 2.0 or above, will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.
7. A student returning from a one term or one year suspension and, while on Academic Probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a **ONE YEAR SUSPENSION**.
8. The student may appeal a one term or one year suspension.

## **TRANSFER STUDENTS**

1. A transfer student who is admitted on Clear academic status is subject to the same standards of academic progress as a "native" student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation.
2. A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester credit hours at the institution. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester credit hours at the institution, the Cumulative GPA at the institution is below 1.5, the student is suspended for one semester. The transcript will read **SUSPENDED ONE SEMESTER**.
3. If, at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours at the institution, the Cumulative GPA at the institution is 1.5 or above, the student's status is **Clear**.

If a student declares no contest of the facts leading to the suspension, but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Academic Affairs Action Team within a designated, published number of days of receipt of the notice of suspension. During the meeting of the Academic Affairs Action Team, which will not be considered a "due process" hearing, but rather a petition for readmission, the student will be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Academic

Affairs Action Team, together with the materials presented by the student, will be placed in the College's official records. Additionally, a copy of the written decision will be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured. NOTE: Students readmitted on suspension are not eligible for financial aid.

Exceptions to the above standards are as follows:

- a. Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.
- b. Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid

Definitions of terms used above are as follows:

- a. Semester GPA - The grade point average based on all hours attempted during any one term at the institution based on a 4 point scale.
- b. Cumulative GPA - The grade point average based on all hours attempted at the institution based on a 4 point grade scale.
- c. Clear Academic Status - The status of a student whose cumulative GPA is at or above the level required by this policy for the number of credit hours attempted at the institution.
- d. Academic Probation - The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the institution; or the status of a student who was on Academic Probation the previous term and whose cumulative GPA for that semester remained below the level required by this policy for the total number of credit hours attempted at the institution, but whose semester GPA for that term was 2.0 or above.
- e. One Semester Academic Suspension - The status of a student who was on Academic Probation the previous term but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at the institution and whose semester GPA for that term was below 2.0.
- f. One Year Academic Suspension - The status of a student who was on Academic Probation the previous term and who has previously been suspended without having achieved Clear Academic Status and whose cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at the institution and whose semester GPA for that term was below 2.0.

- g. Appeal of Suspension - The process by which Shelton State Community College will allow a student suspended for one term or one year (whether a native student or a transfer student) to request readmission without having to serve the suspension.

## ACADEMIC BANKRUPTCY

Students who meet the following conditions may submit an academic bankruptcy form to the Registrar:

1. If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester provided the student has taken a minimum of 18 semester credit hours of course work at the institution since the bankruptcy semester occurred. All course work taken, even hours completed satisfactorily, during the semester for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
2. If three (3) or more calendar years have elapsed since the recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during one to three semesters provided the student has taken a minimum of 18 semester credit hours of course work at the institution since the bankruptcy semester(s) occurred. All course work taken, even hours satisfactorily completed during the semester(s) for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.

When academic bankruptcy is declared, the transcript will reflect the semester(s) of implementation and the transcript will read "ACADEMIC BANKRUPTCY IMPLEMENTED." The courses and the grades from the bankrupted semester(s) will remain on the transcript, but will not be counted in the overall Grade Point Average (GPA).

**A student may declare academic bankruptcy only once. Hours forgiven when a student declares academic bankruptcy will still be included for determining financial aid eligibility.**

Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

**NOTE:** Courses in which a student earns a grade of U (Unsatisfactory), F (Failure) or W (Withdrawal) **will not** be counted as courses taken to achieve the required minimum of 18 semester credit hours of course work at the institution.

Academic Bankruptcy hours will be counted in the attempted hours for financial aid in determining a student's quantitative standards of progress.

## COURSE FORGIVENESS POLICY

Students submit a Course Forgiveness Form to the

Registrar to request Course Forgiveness.

1. When a student repeats a course once, the second grade awarded (excluding grades of WP or W) replaces the original grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected.
2. When a student repeats a course more than once, all grades for the course, excluding the first grade, will be used to compute the cumulative grade point average. Official records at the Shelton State Community College will list each course with the grade earned.
3. A course may be counted only once toward fulfillment of credit hours for graduation. This Course Forgiveness Policy applies at Shelton State Community College only; respective transfer institutions may or may not accept the adjusted cumulative grade point average. That determination will be made by the respective transfer institution.

**It is the student's responsibility to complete the form to request course forgiveness. This form is available in the Office of Admissions and Records. Hours forgiven when a student declares academic course forgiveness will still be included for determining financial aid eligibility.**

### SCHOLASTIC AMNESTY

The College has a Scholastic Amnesty policy by which a student who has not attended any college for a five-year period may request that all college work prior to this five-year period not be considered in computing the student's grade point average. Implementation of scholastic amnesty at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

All attempted hours including hours forgiven when a student declares scholastic amnesty will be counted for determining the quantitative standards of progress for financial aid eligibility.

**It is the student's responsibility to complete the form to request scholastic amnesty. This form is available in the Office of Admissions and Records. Hours forgiven when a student declares academic course forgiveness once will still be included for determining financial aid eligibility. A student may only declare scholastic amnesty once.**

### REQUIREMENTS FOR GRADUATION IN AA, AS, OR AAS DEGREE PROGRAMS

A student shall be awarded the Associate in Arts (AA), Associate in Science (AS), or Associate in Applied Science (AAS) degree(s) upon satisfactory completion of the requirements of the specific program as specified by Shelton State Community College and the State Board of Education.

To receive an AA, AS or AAS Degree, a student must:

1. satisfactorily complete a minimum of 60 semester hours of college credit for AA or AS degrees and 60-76 semester hours of college credit for AAS degrees in an approved program of study, including prescribed general education courses.
2. earn a 2.0 cumulative GPA in all courses attempted at the College. The calculation of the grade point average for graduation will not include grades earned in institutional credit courses. All grades in repeated courses will be averaged into the GPA; however, a course may be counted only once for purposes of meeting graduation requirements unless specifically noted in the College catalog that the course may be repeated for credit.
3. complete at least 25% of the credit hours required for the degree at Shelton State Community College.
4. meet all requirements for graduation within a calendar year from the last semester of attendance.
5. coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's own undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

Upon satisfactory completion of the requirements described above, the student is considered to have earned a degree.

To receive a diploma and/or participate in the commencement exercises of the institution, a student who has successfully completed the requirements for a degree must:

1. submit a formal application for graduation in accordance with institutional policy.  
Applications may be obtained in the Office of Admission and Records;
2. fulfill all financial obligations to the College;
3. satisfy those requirements either as stated in the College catalog current at the time of graduation, or as stated in any of the catalogs for the four (4) previous academic years.

### GRADUATION REQUIREMENTS FOR CERTIFICATE PROGRAMS

A student may be granted an award other than a degree upon satisfactory completion of the requirements

of the specific program as specified by the College in accordance with policies of the State Board of Education.

To receive a certificate, a student must:

1. satisfactorily complete an approved program of study.
2. earn a 2.0 cumulative GPA in all courses attempted at the College. The calculation of the grade point average for graduation will not include grades earned in institutional credit courses. All grades in repeated courses will be averaged into the GPA; however, a course may be counted only once for purposes of meeting graduation requirements unless specifically noted in the College catalog that the course may be repeated for credit.
3. complete at least 25% of the total semester credit hours required in the program at Shelton State.
4. meet all requirements for graduation within a calendar year from the last semester of attendance.
5. transfer coursework accepted for credit toward a formal undergraduate award other than a degree from a regionally or nationally accredited institution, or an Alabama College System institution with a minimum grade of (C) in the courses transferred, must represent collegiate coursework relevant to the award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's own undergraduate formal award programs.

Upon satisfactory completion of the requirements described above, the student is considered to have earned a certificate.

To receive a diploma and/or participate in the commencement exercises of the institution, a student who has successfully completed the requirements for a certificate must:

1. submit a formal application for graduation in accordance with institutional policy. Applications may be obtained in the Office of Admission and Records.
2. fulfill all financial obligations to the College.
3. satisfy those requirements either as stated in the College catalog current at the time of graduation, or as stated in any of the catalogs for the four previous academic years.

## GRADUATION HONORS

Superior academic achievement by graduating students receiving degrees will be recognized by the following designations on transcripts:

Graduation with Honors

(Cum Laude) 3.50 to 3.69 GPA

Graduation with High Honors

(Magna Cum Laude) 3.70 to 3.89 GPA

Graduation with Highest Honors

(Summa Cum Laude) 3.90 to 4.00 GPA

Superior academic achievement by graduating students receiving certificates will be recognized by the following

designation on transcripts:

Graduation with Distinction 3.50 to 4.00 GPA

Student participation in Phi Theta Kappa, the national postsecondary academic honorary society, will also be noted on the transcript.

**NOTE: Calculation of the GPA for graduation honors will be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma, or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 32 semester credit hours at Shelton State Community College.**

## EARNING MULTIPLE DEGREES

To qualify for a second Associate Degree from Shelton State Community College, a student must complete sixteen (16) semester hours or more above the degree requirements for the first Associate Degree, with an average of C or better. The student must follow the same graduation requirements for each degree sought.

## REQUEST FOR TRANSCRIPTS

The transcript policy of Shelton State Community College includes the items listed below.

1. Compliance with the Family Educational Rights and Privacy Act, the College does not release transcripts of a student's work except upon the student's written request.
2. Official transcripts are sent to institutions, companies, agencies, etc., upon the student's written request. Official transcripts in a sealed envelope may be picked up by the student in The Office of Admissions and Records. (The student must produce a picture ID in order to obtain the transcript.) The transcripts will be stamped "Issued to Student". It is the decision of the receiving party to accept or reject the transcript as official.
3. A request for a transcript may be mailed to The Office of Admissions and Records, 9500 Old Greensboro Road, Box 190, Shelton State Community College, Tuscaloosa, AL, 35405; faxed to 205-391-3910; or may be taken to the Office of Admissions and Records, Martin Campus.
4. Transcript requests are processed as they are received. Requests should be made at least two weeks prior to need. There is no fee for transcripts.
5. The Office of Admissions and Records does not issue official transcripts from other institutions. Requests for transcripts from other institutions must be directed to the institution concerned.
6. Official transcripts will not be issued if the student has an incomplete admission's file or an outstanding debt to the College.

## SHELTON STATE COMMUNITY COLLEGE LIBRARIES

Shelton State Community College maintains two campus libraries to serve all students, regardless of the program in which

they are enrolled. The Brooks-Cork Library, located on the Martin Campus, houses more than 45,000 books and carries more than 400 current periodical subscriptions. Its holdings provide support for both academic and technical areas of study. The Lewis Library located on the C.A. Fredd Campus houses approximately 1,500 books to support the programs housed on that campus. In addition, the Lewis Library provides a small, basic reference collection and carries several current periodical subscriptions. Students may access the library's catalog online through the College Web site, [www.sheltonstate.edu](http://www.sheltonstate.edu).

Current information is available on both campuses in print and electronic formats. Current subscriptions, as well as computer databases, provide this information for students in a number of general and specific subject areas. Audiovisuals for individual and class use are also available. Students are encouraged to use the Alabama Virtual Library (AVL) from any computer on campus. Home access to the AVL is available at no cost to anyone who requests an account in the College libraries or in local public libraries.

Library hours vary according to campus and are indicated below. When classes are not in session, library hours on both campuses are 8:00 a.m. – 3:30 p.m., Monday through Friday. The libraries are not open when the College is closed (as for holidays). Special hours or changes in the regular schedule are posted as necessary.

#### **Brooks-Cork Library/Martin Campus**

Monday-Thursday	7:30 a.m. – 10:00 p.m.
Friday	7:30 a.m. – 5:00 p.m.

#### **Lewis Library/C.A. Fredd Campus**

Monday-Friday                    8:00 a.m. – 5:00 p.m.

Students who fail to return borrowed materials should be aware of the following College policies:

- Overdue fines for books and vertical file materials are charged at a rate of 10 cents per day to a maximum of \$8.00 and \$2.00, respectively.
- Overdue fines for items on Reserve are charged at 50 cents per hour to a maximum of \$8.00 per item.
- Replacement costs for lost or damaged items are \$25.00 per book; \$5.00 per Vertical File item; \$25.00 per Reserve item; \$50.00 per audiovisual item.
- At the end of one semester (after the due date), any unreturned item or any unpaid fine is considered a debt to the College. Students will not be given approval for graduation applications until the debts are cleared by the Shelton State Libraries.

The University of Alabama Libraries and the Stillman College Library are available to all students upon presentation of a current Shelton State Community College library card.

Students who wish to request the purchase of library materials may leave a written request at the circulation desk on either campus, may e-mail the library (see library Web page for contact information), may speak directly with a library staff member, or may ask an instructor to make the request. Students and other library users are expected to abide by College policies regarding behavior and student conduct including posted guidelines for use of electronic resources. All library procedures and expectations are posted on the library's Web site.

## **DEGREE AND CERTIFICATE REQUIREMENTS**

Shelton State Community College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts Degree, the Associate in Science Degree, and the Associate in Applied Science Degree. The College also offers two types of certificate programs: certificate programs 30-60 semester hours in length and short-term certificate programs 9-29 semester hours in length. The Associate in Arts Degree and the Associate in Science Degree are designed for students who wish to complete the freshman and sophomore years at Shelton State Community College and transfer to a senior college or university and complete the baccalaureate degree. The Associate in Applied Science Degree and the certificate programs are designed for students who plan to seek employment based upon the competencies and skills attained through those programs of study. These degrees and certificates are included on the official Academic Inventory of Shelton State Community College maintained by the Alabama Department of Postsecondary Education.

### **A. Chancellor's Guidelines**

The Alabama State Board of Education has directed that

the Chancellor shall establish guidelines for the distribution of courses and areas of study within the degrees and certificates awarded under the authority of the Board. The guidelines from the Chancellor regarding degree requirements for these awards ensure conformity with Act 94-2 02 of the Alabama Legislature. In March of 1994, the Alabama State Legislature in Act 94-202 created the Articulation and General Studies Committee (AGSC). The Legislature charged the AGSC to develop a statewide freshman and sophomore general studies curriculum to be taken at all public colleges and universities. This curriculum was effective September 1, 1998, and is the basis for the Associate in Arts (AA) and the Associate in Science (AS) degrees offered by Shelton State Community College. It should be noted that the AGSC curriculum and the Chancellor's guidelines regarding this curriculum do not distinguish between the Associate in Arts and the Associate in Science degrees.

#### **1. Associate in Arts/Science Degree**

- An Associate in Arts or Associate in Science degree will consist of 60-64 hours or 50 percent of the total required by the college or university to which the

student plans to transfer.

- B. Students who plan to transfer to an Alabama public four-year college and who are seeking an Associate in Arts or Associate in Science degree should obtain and follow a transfer guide from STARS.
- C. Students who plan to transfer to an out-of-state or private four year college and who are seeking an Associate in Arts or Associate in Science degree should obtain a catalog from the four-year institution and, with the assistance of an advisor, develop a plan of study appropriate for the student's major at the accepting institution.
- D. Areas of coursework

**AREA I: Written Composition I and II**                           **6 hours**

**AREA II: Humanities and Fine Arts**                           **12 hours**

1. Students must complete a minimum of 3 semester hours in literature from the following courses: ENG 251, ENG 252, ENG 261, ENG 262, ENG 271, or ENG 272

NOTE: Students must complete a 6 semester hour sequence either in literature or history. The sequence in AREA II and AREA IV in literature or history should follow the sequence requirements for the student's major and transfer plans.

2. Students must complete 3 semester hours in the Arts from the following areas: ART 100, ART 203, ART 204, IDH 110, HUM 130, HUM 299, MUS 101, THR 120, or THR 126.
3. Students must complete 3 semester hours in Speech unless provision for addressing oral communications competencies represent an integral module in a required discipline-specific course.
4. The remaining semester hours are to be selected from the following fields: Area/Ethnic Studies, Art or Art History, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Religion, Speech, Theatre and Dance.

**AREA III: Natural Science and Mathematics**                   **11 hours**

1. Students must complete 3 semester hours in Mathematics at the precalculus algebra or finite mathematics level.
2. Students must complete 8 semester hours in the Natural Sciences, which must include laboratory experiences as a significant component. Disciplines in the natural sciences include the following: Astronomy, Biology, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

**AREA IV: History, Social and Behavioral Sciences**                           **12 hours**

1. Students must complete a minimum of 3 semester hours in history.

NOTE: Students must complete a 6 semester hour sequence either in literature or in history. The sequence in AREA II and AREA IV in literature or history should follow the sequence requirements for the student's major and transfer plans.

2. Students must complete 6 semester hours from among other disciplines in the social and behavioral sciences. Social and behavioral sciences include but are not limited to, the following: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

**AREA V: Pre-Professional, Pre-major, and Elective Courses**

These courses are appropriate to the degree requirements and major of the individual student and electives as required and delineated for public four year colleges on STARS.

1. Orientation to College                                   **1 hour**
2. Microcomputer Applications                           **3 hours**

**2. Associate in Applied Science Degree**

- A. The maximum number of hours that can be required for an AAS degree is 76.
- B. The maximum number of hours that can be required in the technical area is 54 semester hours.
- C. The number of credit hours in General Education for an AAS degree is 18-24 semester credit hours.
- D. The following is an outline of the requirements for the AAS degree:

**AREA I: Written Composition**                                   **3-6 hours**

**AREA II: Speech, Humanities and Fine Arts Elective**                                   **3-6 hours**

1. From areas I & II, Written Composition and Humanities and Fine Arts, the student will take a minimum of 9 semester hours.
2. Students must complete one course in Humanities and Fine Arts.
3. Students must complete 3 semester hours in speech, unless provisions for addressing oral communication competencies represent an integral module in required discipline-specific course.
4. Humanities and Fine Arts disciplines include the following: Area/Ethnic Studies, Art and Art History, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Ethics, Religion, Theatre, and Dance.

<b>AREA III: Science, Computer Science, and Mathematics</b>	<b>9-11 hours</b>	<b>6 hours</b>
Each student must take between 9-11 hours in Area III as follows:		
1. One three semester hour course in mathematics.		
2. One (preferably two) Computer Science (Data Processing) course(s) or a course in which computer proficiencies are integrated or student must demonstrate computer literacy skills.		
<b>AREA IV: History, Social and Behavioral Science</b>	<b>3-6 hours</b>	<b>0 hours</b>
1. In addition to History, the social and behavioral sciences include the following: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.		
<b>AREA V: Maximum General Education Core, Technical Concentration, and Electives</b>	<b>47-58 hours</b>	<b>42-50 hours</b>
1. In addition to courses in AREAS I-IV, the student must take whatever core and/or elective courses that is appropriate to the requirements for the degree or for the occupational or technical specialty that the student is pursuing.		
2. Orientation to College	1 hour	1 hour
NOTE: If the student is planning a program of study for which the AAS degree does not represent the terminal degree and for which national or regional programmatic licensure and certification are required, the student should integrate General Studies transfer courses into his/her program whenever possible.		
E. Requests for exceptions to these Guidelines must be approved by the Chancellor or his designee.		
<b>3. Certificate Programs</b>		
A. The number of semester credit hours that can be required for a certificate is 30-60.		
<b>AREA I: Written Composition</b>	<b>3-6 hours</b>	<b>0-3 Semester Hours</b>
1. COM 100, Vocational/Technical English may be substituted for English Composition I only in system-wide non-degree eligible programs.		
<b>AREA II: Humanities and Fine Arts</b>	<b>3-6 hours</b>	<b>0 Semester Hours</b>
1. SPH 106, 107, or 116 is required unless provisions for addressing oral communication competencies represent an integral module in a required discipline-specific course.		
2. SPC 100, Oral Communication Skills, may be substituted only in system-wide, non-degree eligible programs.		
<b>AREA III: Science, Computer Science, and Mathematics</b>	<b>6 hours</b>	
1. The student must select courses from Mathematics or Natural Science.		
2. MAH 100, Introductory Mathematics I, may be substituted only in system-wide, non-degree eligible programs.		
3. The student must select one course (preferably two) from Computer Science (or Data Processing), or a course into which computer competencies have been integrated or the student must demonstrate computer literacy skills.		
<b>AREA IV: History, Social and Behavioral Sciences</b>		
		<b>0 hours</b>
<b>AREA V: Maximum General Education Core, Technical Concentration, and Electives</b>		<b>42-50 hours</b>
Orientation to College		1 hour
1. In addition to the courses referred to in the AREAS I-IV, the student must take those courses appropriate to the certificate requirements and to the occupational or technical specialty requirements, as well as core courses and elective courses.		
2. The maximum number of semester credit hours in the technical area(s) that can be required for a certificate is 44.		
3. Requests for exceptions to these Guidelines must be approved by the Chancellor or his designee.		
<b>Short-Term Certificate</b>		
<b>AREA I: Written Composition I and II</b>	<b>0-3 Semester Hours</b>	
<b>AREA II: Humanities, Fine Arts, and Speech:</b>		<b>0 Semester Hours</b>
<b>AREA III: Natural Science, Mathematics, and Computer Sciences:</b>	<b>0-3 Semester Hours</b>	
<b>AREA IV: History, Social, and Behavioral Sciences:</b>		<b>0 Semester Hours</b>
<b>Minimum General Education Requirement</b>		<b>0-6 Semester Hours</b>
<b>AREA V: General Education, Technical Concentration, and Electives:</b>	<b>29-23 Semester Hours</b>	
• Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.		
<b>Maximum Program Semester Credit Hours</b>		
		<b>29 Semester Hours</b>
<b>Semester Credit Hour Range by Award</b>	<b>9-29 Semester Hours</b>	

## B. Requirements of the Commission on Colleges of the Southern Associate of Colleges and Schools

Shelton State Community College is accredited by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS) to award the Associate in Arts Degree, the Associate in Science Degree, and the Associate in Applied Science Degree. In addition to the requirements of the Chancellor's guidelines, the degrees offered by Shelton State Community College satisfy the requirements of the Commission on Colleges of the Southern Association of Colleges and Schools.

**The Principles of Accreditation: Foundations for Quality Enhancement** require that the institution identifies competencies within the general education core and provides evidence graduates have attained these college-level competencies. Shelton State Community College requires that the graduates have attained these college-level competencies. Shelton State Community College requires that the graduates of its degree programs are competent in basic mathematical skills, basic writing skills, critical thinking skills, basic technology skills, and basic oral communication skills. The College has defined various methods of assessment to provide evidence that its graduates have attained these college-level competencies.

### General Education Competencies

The College has defined, developed, and ratified the general education core competencies that every degree graduate will attain.

- a. Written Communication Skills: Students will develop and demonstrate written communication skills needed to communicate effectively.
- b. Oral Communication Skills: Students will develop and demonstrate oral communication skills needed to communicate effectively.
- c. Critical Thinking Skills: Students will develop and use critical, analytical thinking abilities needed in decision making and creative processes.
- d. Computer Skills: Students will develop and demonstrate the effective use of common software applications.
- e. Mathematical Skills: Students will develop and demonstrate the effective use of analytical mathematical skills.

### Quality Enhancement Plan (QEP)

The College has developed an approved Quality Enhancement Plan (QEP): Improving Student Success in Online Classes. One component of the QEP is the requirement that students successfully complete a prerequisite class prior to enrolling for online instruction. The prerequisite class, ELO 100, is non-credit, free, and online. The completion of this class assures that the student has the basic skills required for potential success in online instruction.

### Student Learning Outcomes

The College has developed student learning outcomes for its programs and courses. The student learning outcomes

for each course are listed on the syllabus distributed to each student.

## C. Additional Recommendations/Requirements

To encourage success in college, Shelton State requires all full-time students to complete Orientation to College, ORI 101, during their first semester of enrollment; part-time students are required to complete ORI 101 prior to the completion of their first 12 credit hours. Students enrolled in career technical programs must complete ORI 101 prior to the completion of their first 19 credit hours. Exceptions to these guidelines include students who hold an associate degree or higher; who have successfully completed an equivalent course at another institution; who transfer with at least twelve credit hours with a grade point average of 2.0 or higher; who are transient; or who have been admitted to Practical Nursing or Associate Degree in Nursing.

As a component of a well-balanced educational plan, Shelton State encourages students to include a course in health, Ecological Approach to Health and Fitness, HED 199, or Personal Health, HED 221, which transfers to most four-year colleges and universities as an elective.

Shelton State Community College students who finish technical programs with degrees or certificates complete a WorkKeys assessment in order to document their skill levels and increase their employment and earning opportunities in West Alabama. The goal of this assessment is to ensure that Shelton State Community College students enter the workforce with the foundation needed to succeed.

# ASSOCIATE IN ARTS ASSOCIATE IN SCIENCE

## TRANSFER OPPORTUNITY CURRICULUM

Transfer opportunities are offered through the Associate in Arts Degree and the Associate in Science Degree. The Associate in Arts degree program is designed for students who plan to transfer to a senior institution and pursue a course of study in a liberal arts area. The Associate in Science degree program is designed for students who plan to transfer and pursue a course of study in a general field or specialized professional field. The following outline of general education requirements for these two degrees should be completed with consideration of the academic requirements of the institution to which students intend to transfer and in consultation with an academic advisor.

### ESSENTIAL FUNCTIONS OF EDUCATIONAL PROGRAMS

Essential functions and academic requirements are defined for education programs at the College. These functions and requirements are on file in the Offices of Admissions, the Office of the Dean of Instructional Services, and the Office of the Dean of Student Services.

#### Associate in Arts/ Associate in Science

##### Area I – Written Composition

**6 credit hours**

ENG 101 English Composition I	3
ENG 102 English Composition II	3

##### Area II- Humanities and Fine Arts

**12 credit hours**

Literature (See STARS Approved Course List)	3-6
<b>Note: Must complete a 6-hour sequence either in literature or history</b>	
Speech (See STARS Approved Course List)	3
Fine Arts (See STARS Approved Course List)	3
Fine Arts or Humanities Electives (See STARS Approved Course List)	0-3

##### Area III – Natural Science and Mathematics

**11-12 credit hours**

MTH 110 Finite Mathematics or MTH 112 Pre-Calculus Algebra or higher (Refer to STARS guide for appropriate course selection)	3-4
Natural Science with Lab (See STARS Approved Course List) (Refer to STARS guide for appropriate course selections and restrictions)	8

##### Area IV – History, Social, and Behavioral Sciences

**12 credit hours**

History (See STARS Approved Course List)	3-6
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**Note: Must complete a 6 hour sequence either in literature or history**

History, Social, and Behavioral Sciences (See STARS Approved Course List)	6-9
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A student should take no more than six hours in a single discipline

##### Area V – Pre-Professional, Pre-Major, and Elective Courses

**19-23 credit hours**

Choose 19-23 hours from the STARS Articulation Guide and the Area V page of the college /university to which the student plans to transfer.

ORI 101 Orientation to College (Required)	1
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CIS 146 Microcomputer Applications (Required)	3
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Shelton State Community College encourages the following courses to be taken as part of the Associate of Arts and Associate of Science Degrees.

HED 199 Ecological Approach to Health and Fitness or	
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HED 221 Personal Health	3
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<b>Total Hours Required for Degree</b>	<b>60 - 64</b>
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**TRANSFER PROGRAMS AVAILABLE**

The Alabama General Studies Committee has approved program templates and/or articulation guides for the following university transfer programs. Program templates and guides are available at [www.stars.troy.edu](http://www.stars.troy.edu) for public Alabama Colleges and Universities. For private or out of state colleges or universities, the student should contact the institution as early as possible in his/her academic career.

**A**

- Accounting
- Advertising
- Agribusiness Economics (AA & MU only)
- Agricultural Economics (AU only)
- Agriscience Education (AU only)
- Agronomy & Soils (AU only)
- Animal / Dairy Sciences
- Anthropology
- Apparel and Textiles (UA only)
- Apparel Merchandising, Design, & Production Management (AU only)
- Applied Mathematics (AU only)
- Architecture (AU only)
- Art Education
- Art History B.A.
- Art Studio B.A.
- Art Studio B.F.A.
- Athletic Training

**B**

- Behavioral Science (Athens only)
- Biology
- Biology Education
- Biomedical Engineering (UAB only)
- Biomedical Science (USA only)
- Building Science (AU only)
- Business (All Business Majors)
- Business Education: Middle/High School

**C**

- Career Technical Education (Athens only)
- Chemistry
- Chemistry Education
- Clinical Lab Sciences/Med Technology
- Communication Studies or Speech
- Computer Science
- Consumer Science (UA only)
- Criminal Justice
- Cytotechnology (UAB only)

**D**

- Dance (UA only)

**E**

- Economics (B.A.)
- Economics (B.S.)
- Elementary/Early Childhood Education
- Emergency Management (JSU only)
- Engineering - Aerospace
- Engineering - Biosystems (AU only)
- Engineering - Chemical
- Engineering - Civil
- Engineering - Computer
- Engineering - Computer Science
- Engineering - Electrical
- Engineering - Industrial
- Engineering - Materials
- Engineering - Mechanical
- English (B.A./B.S.)
- English/Language Arts Education: Middle/High School
- Environmental Science
- Environmental Science (AU only)
- Exercise Science and Wellness (JSU only)

**F**

- Family and Consumer Sciences (JSU only)
- Family and Consumer Sciences (UM only)
- Finance
- Fisheries Science (AU only)
- Food and Nutrition (UA only)
- Foreign Language
- Forestry (AU only)
- French Education: Middle/High School

**G**

- General Science Education: Middle/High School
- General Studies in Human Environmental Sciences (UA only)
- Geography
- Geography Education: Middle/High School
- Geology
- Geomatics (Troy only)
- German Education: Middle/High School
- Graphic Design (AU only)

**H**

- Health Education: Middle/High School
- Health Information Management (UAB only)
- Health P.E. & Recreation (UNA only)
- Health Promotion (AU only)
- Health Science (Athens only)
- Health Science (UAB only)
- Health Services Administration (AU only)
- History
- History Education: Middle/High School
- Horticulture (AU only)
- Hotel and Restaurant Management (AU only)

- Human Development and Family Studies (AU only)
- Human Development and Family Studies (UA only)
- Human Environmental Science (UNA only)
- Human Resource Management
- Human Services (TSU only)

**I**

- Industrial Design (AU only)
- Industrial Hygiene (UNA only)
- Information Systems (USA only)
- Instrumentation (Athens only)
- Interior Architecture (AU only)
- Interior Design (AU only)
- Interior Design (UA only)
- International Business
- International Studies (UAB only)

**J**

- Journalism

**K** - no programs listed

**L**

- Laboratory Technology (AU only)

**M**

- Management
- Management Information Systems
- Marketing
- Math Education: Middle/High School
- Mathematics
- Meteorology (USA only)
- Music
- Music Education

**N**

- Nuclear Medicine Technology (UAB only)
- Nursing
- Nutrition and Food Science (AU only)

**O**

- Operations Management

**P**

- Philosophy
- Physical Education
- Physics
- Physics Education: Middle/High School
- Political Science
- Polymer and Fiber Engineering (AU only)
- Poultry Science (AU only)
- Psychology, B.A. or B.S.
- Public Administration (AU only)
- Public Relations

- Public Safety Administration (Athens only)

**Q** - no programs listed

**R**

- Radiologic Sciences
- Recreation Leadership (JSU only)
- Rehabilitation (non-certification program - TSU only)
- Rehabilitation Services Education (AU only)
- Religious Studies
- Respiratory Therapy/Cardiopulmonary Sciences
- Restaurant and Hospitality Management (UA only)

**S**

- Social Science
- Social Studies Education: Middle/ High School
- Social Work
- Sociology
- Spanish Education: Middle/High School
- Special Education
- Speech or Communication Studies
- Speech Pathology
- Sports and Fitness Management (TSU only)
- Surgical Physician Assistant (UAB only)

**T**

- Technology, Industrial Technology or Engineering Technology
- Telecommunication and Film or Broadcasting
- Textile Engineering, Textile Chemistry, & Textile Management and Technology (AU only)
- Theatre
- Transportation or Physical Distribution

**U & V** - no programs listed

**W**

- Wildlife Science (AU only)

**X ,Y, & Z** - no programs listed

NOTE: Students must print and retain a STARS Articulation Guide for their specific program of study. Failure to do so may result in some courses not being accepted by the receiving institution.

# STARS Approved Course List for Shelton State Community College

## What is STARS?

STARS, the Statewide Transfer/Articulation Reporting System, is a web-accessible database system which provides guidance and direction for prospective transfer students in the State of Alabama. The STARS System allows public two-year students in Alabama to obtain a Transfer Guide/Agreement for the major of their choice. If used correctly, the guide prevents loss of credit hours upon transfer to the appropriate public four-year university in Alabama.

To print a STARS Transfer Guide, visit <http://stars.troy.edu>. Students should print two copies of the transfer guide. Students must retain a copy for personal records and bring a copy to all advising and registration sessions. The following is a listing of courses offered at Shelton State for Areas I-IV.

## Area I: Written Communication

- ENG 101 English Composition I
- ENG 102 English Composition II

## Area II: Humanities and Fine Arts

### \*Literature

- ENG 251 American Literature I
- ENG 252 American Literature II
- ENG 261 English Literature I
- ENG 262 English Literature II
- ENG 271 World Literature I
- ENG 272 World Literature II

### Arts ("A" classification)

- ART 100 Art Appreciation (A)
- ART 203 Art History I(A)
- ART 204 Art History II(A)
- MUS 101 Music Appreciation (A)
- THR 120 Theatre Appreciation (A)
- THR 126 Introduction to Theater (A)

### Additional Humanities and Fine Arts

- HUM 299-01 PTK Honors I
- HUM 299-02 PTK Honors II
- HUM 299-03 PTK Honors III
- PHL 106 Introduction to Philosophy
- PHL 206 Ethics and Society
- REL 100 World Religions
- REL 151 Survey of the Old Testament
- REL 152 Survey of the New Testament
- SPH 106 Fundamentals of Oral Communication
- SPH 107 Fundamentals of Public Speaking
- +SPH 116 Introduction to Interpersonal Communication
- SPA 101 Introductory Spanish I
- SPA 102 Introductory Spanish II

## Area III: Natural Science and Mathematics

### Mathematics

- MTH 110 Finite Mathematics
- MTH 112 Pre-Calculus Algebra
- MTH 113 Pre-Calculus Trigonometry
- MTH 120 Calculus and Its Applications
- MTH 125 Calculus I
- MTH 126 Calculus II
- MTH 227 Calculus III
- MTH 238 Applied Differential Equations I

### Natural Sciences

- AST 220 Introduction to Astronomy
- BIO 101 Introduction to Biology
- BIO 102 Introduction to Biology II
- BIO 103 Principles of Biology I
- BIO 104 Principles of Biology II
- CHM 104 Introduction to Inorganic Chemistry
- CHM 105 Introduction to Organic Chemistry
- CHM 111 College Chemistry I
- CHM 112 College Chemistry II
- PHY 201 General Physics I
- PHY 202 General Physics II
- PHY 213 General Physics with Calculus I
- PHY 214 General Physics with Calculus II

## Area IV: History, Social and Behavioral Sciences

### \*History

- HIS 101 Western Civilization I
- HIS 102 Western Civilization II
- HIS 201 United States History I
- HIS 202 United States History II

### Additional Social and Behavioral Sciences

- ANT 200 Introduction to Anthropology
- ANT 210 Physical Anthropology
- ANT 220 Cultural Anthropology
- ECO 231 Macroeconomics
- ECO 232 Microeconomics
- GEO 100 World Regional Geography
- POL 200 Introduction to Political Science
- POL 211 American National Government
- PSY 200 General Psychology
- PSY 210 Human Growth and Development
- SOC 200 Introduction to Sociology
- SOC 210 Social Problems

\* As part of the General Studies Curriculum, students must complete a six-hour (6) sequence, either in literature or in history.

+ SPH 116 Introduction to Interpersonal Communications counts as a Social Behavioral Science course at the University of Alabama.

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## CAREER TECHNICAL EDUCATION

Shelton State Community College offers career technical programs especially designed for students who wish to prepare for careers through intensive programs and at the same time enjoy the rewards of general education courses. A student may begin a career/technical program any semester and upon completion of requirements, receive the Associate in Applied Science Degree, Certificate, or a Short-Term Certificate. It is possible for a student to change his/her objective from a career education program to a transfer program, but THE STUDENT IS CAUTIONED THAT CERTAIN COURSES IN CAREER TECHNICAL EDUCATION PROGRAMS MAY NOT TRANSFER TO SOME SENIOR INSTITUTIONS.

Shelton State does have an articulation agreement with The University of West Alabama (UWA) so that students with an associate degree or certificate from Shelton State may contract for an individualized course of study within UWA's Technology Division to meet his/her career objective. The areas of study at UWA include, but are not limited to: Computer Science, General Business, Supervision and Management, Marketing, Industrial Technology, Environmental Science, Psychology, Technical Teacher Education (Postsecondary Level), and others as determined with an advisor. Students interested in programs at UWA should consult the current UWA catalog.

Shelton State also has an agreement with Athens State University to provide a fully articulated baccalaureate degree for Associate of Applied Science (AAS) and Associate of Applied Technology graduates. The Bachelor of Science in Applied Technology program is delivered using largely internet-based, teleconferencing, and other distance learning techniques.

More information about these options may be obtained from technical faculty members and counselors. Refer to the Athens State University Career Technical Education Program.

### ESSENTIAL FUNCTIONS OF EDUCATIONAL PROGRAMS

Essential functions and academic requirements are defined for educational programs at the College. These functions and requirements are on file in the Office of the Dean of Instructional Services and the Office of the Dean of Student Services.

### HEALTH RELATED CAREERS

Shelton State Community College offers opportunities for students to enter a variety of health related careers; preparation varies from two semester certificate curricula to longer programs of study. Some programs may be completed at Shelton State Community College while others require enrollment at other institutions within the Alabama Community College System. All of the programs share high standards and excellent opportunities for employment and service in the medical field. Detailed descriptions for Allied Health Linkage programs; Emergency Medical Technician programs; Nursing programs for Associate Degree Nurses, Practical Nurses, and Nurse Assistant/ Home Health Aides are provided below. For additional information about other health related careers, contact the Assistant Dean of Allied Health Services, 205.391.2457.

### ALLIED HEALTH LINKAGE PROGRAMS

#### In Cooperation with Wallace State Community College in Hanceville, Alabama

Shelton State Community College has a linkage program in cooperation with Wallace State Community College (WSCC) in Hanceville, Alabama, in various fields of allied health. Students complete academic coursework at Shelton State Community College and then apply to transfer to the professional phase of the program at Wallace State Community College. Students who complete the program are awarded

an Associate in Applied Science Degree or Certificate from Wallace State Community College. Acceptance into the clinical phase is on a competitive basis as students throughout the state compete for available positions. Students should contact the Shelton State Community College Linkage Counselor, 205.391.2273, for more information on academic course work available at Shelton State Community College.

Allied Health Program	ACT Score Required	Beginning Semester	Length of Study at WSCC
Clinical Laboratory Science (AAS)	ACT on file	Fall or Summer	5 semesters
Dental Assistant (AAS)	N/A	Fall	4 semesters
Dental Hygiene (AAS)	18 or higher	Fall	5 semesters
Diagnostic Imaging (AAS)	COMPASS	Fall	4 semesters
Diagnostic Medical Sonography (AAS)	19 or higher	Fall	4 semesters
Health Information Technology (AAS)	COMPASS/17 or higher	Fall	3-6 semesters
Medical Coding (Certificate)			

Allied Health Program	ACT Score Required	Beginning Semester	Length of Study at WSCC
Medical Transcription (Certificate)			
Human Services (AAS)	N/A	Fall/Spring/Summer	5 semesters
Mental Health Technician Associate			
Alcohol and Drug Counseling Associate			
Social Work Associate			
Medical Assistant (AAS)	ACT on file	Fall and Spring	5 semesters
Occupational Therapy Assistant (AAS)	18 or higher	Fall	3 semesters
Pharmacy Technology (Certificate)	N/A	Fall	2 semesters
Pharmacy Technology (AAS)	N/A	Fall	4-5 semesters
Physical Therapy Assistant (AAS)	18 or higher	Fall	3 semesters
Polysomnographic Technology (Certificate)	ACT on file	Fall	2 semesters

The student is also advised to contact the Wallace State Linkage Coordinator, 256.352.8041, during the first semester at Shelton State Community College to ensure program requirements are fulfilled. Students are also encouraged to visit the Health Division page at [www.wallacestate.edu/programs/health](http://www.wallacestate.edu/programs/health) for further information.

### In Cooperation with Jefferson State Community College in Birmingham, Alabama Associate in Applied Science

#### **Physical Therapist Assistant**

Shelton State Community College offers a Physical Therapist Assistant (PTA) linkage program in cooperation with Jefferson State Community College (JSCC) in Birmingham, Alabama. Students complete academic course-work at Shelton State Community College and then apply to transfer to the professional phase of the program which is offered at Jefferson State Community College. Interested students should submit an application for admission to Jefferson State as soon as they begin classes at Shelton State Community College. The PTA program also requires a separate application. Acceptance to the program is through Jefferson State. Application to Jefferson State and the PTA program at Jefferson State do not guarantee admission to the PTA program. Class size for the PTA program is limited, and qualified students are ranked for admission based on GPA in prerequisite courses. After acceptance, students transfer to Jefferson State to complete the PTA

courses and clinical education requirements for the degree.

The PTA program at Jefferson State Community College offers two program tracks. The Online Track allows students to take PTA lecture courses online and is designed for those students who need flexibility in their schedule. The Traditional Track is designed for those students who benefit from being in the classroom for lecture and lab courses. Students who complete the program will be awarded an Associate in Applied Science from Jefferson State Community College. Students should contact the Shelton State Community College Linkage Coordinator, 205.391.2959, for more information about academic coursework available at Shelton State Community College. Students may contact the Jefferson State program director, 205.520.5995, or visit the program's Web site, [www.jeffstateonline.com/PTA](http://www.jeffstateonline.com/PTA) for application and additional information.

Allied Health Program	ACT Score Required	Beginning Semester	Length of Study at JSCC
Physical Therapist Assistant (AAS)	19 or higher and no sub-score below 17 within 3 yrs of admission	Spring	3 semesters

## Veterinary Technician

Shelton State Community College offers a Veterinary Technician program (VTP) through a linkage program in cooperation with Jefferson State Community College (JSCC) in Birmingham, Alabama. Students complete academic coursework at Shelton State Community College and then apply for admission to the professional phase of the program which is offered at Jefferson State Community College. The Veterinary Technician program at Jefferson State is taught online and clinical application is conducted in approved veterinary hospitals and/or facilities. Interested students should submit an application for admission to Jefferson State as soon as they begin classes at Shelton State Community College. The VTP also requires a separate application. Acceptance to the program is through Jefferson State. Application to Jefferson State

and the VTP program at Jefferson State does not guarantee admission to the VTP. Class size is limited, and qualified students are ranked for admission based on a priority system which evaluates educational background, work experience, and references from veterinarians and educators. Students should contact the Jefferson State program advisor at 205.856.8551 or the program's Web site at [www.jeffstateonline.com/VetTech](http://www.jeffstateonline.com/VetTech).

The Veterinary Technician program at Jefferson State Community College is in the process of seeking accreditation by the American Veterinary Medical Association (AVMA). Students should contact the Shelton State Community College Linkage Coordinator, 205.391.2959, for more information about academic coursework available at Shelton State Community College.

Allied Health Program	ACT Score Required	Beginning Semester	Length of Study at JSCC
Veterinary Technician (AAS)	N/A	Fall/Spring	5 Semesters

## Respiratory Therapist Program

Shelton State Community College is in the process of developing a new Respiratory Therapist Program. The goal is to admit students to the new program in Fall 2010. Students interested in seeking admission to the new program Fall 2010 should review the following information:

Students seeking more information about the Respiratory Program at Shelton State should contact the Respiratory Therapist Program Director, 205.391.2629.

Students may also take the general education course requirements and transfer to linkage colleges in the Alabama College System. Respiratory Therapist Programs are currently offered at Wallace Community College in Dothan, Alabama ([www.wallace.edu](http://www.wallace.edu) or contact the program director, 334.556.2291) and Wallace State Community College in Hanceville, Alabama ([www.wallacestate.edu](http://www.wallacestate.edu)) or contact the program director, 256.352.8310). Visit these Web sites or contact their directors for additional information.

PROPOSED GENERAL EDUCATION COURSE REQUIREMENTS		Credit Hours
BIO 201*	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
MTH 100	College Algebra or higher	3
ORI 101	Orientation to College	1
PSY200	General Psychology	3
SPH 106, 107 or 116	Speech	3
CIS 146	Microcomputer Applications	3
Total General Education Credits		24

\* Prerequisite: BIO 103 or satisfactory placement on the Alabama Community College System Biology Placement Exam

Note: Information about the proposed Respiratory Therapist Program may change without prior notice.

# EMERGENCY MEDICAL TECHNOLOGY PROGRAM

## EMERGENCY MEDICAL TECHNOLOGY (EMT) POLICIES

In addition to complying with all College policies, students enrolled in the Emergency Medical Technology Programs must have knowledge of and adhere to the following policies.

### Health Policy

Because participation in clinical instruction is an integral part of the Emergency Medical Technology curricula, each student is required to comply with all the policies and procedures of the contracted clinical agencies and the EMT program. Therefore, each student is expected to uphold the contractual terms upon being admitted to the EMT program. All costs/expenses associated with meeting the health and general policy requirements of the program are the responsibility of the student. The following policies and procedures are required by all students upon acceptance to the Emergency Medical Technology program:

1. Submit a completed EMT Health Form (physical examination packet) current within one year which includes:
  - a. evidence of having received the first two Hepatitis B vaccination series
  - b. varicella immunity (immunization record or titer)
  - c. proof of tetanus vaccination
  - d. documentation of a TB skin test
2. Acquire a current CPR certification at the health care provider level (BLS/Infant/Child) within eight weeks of admission.
3. Purchase liability and accident insurance through the College.
4. Complete a pre-clinical drug screen. Students must have a negative screen prior to being assigned to a clinical agency. The complete drug screen policy is located in the EMT Program Student Handbook.
5. Submit a background check prior to assignment to clinical/lab rotations. All students must sign a release form to give permission to perform a background check as required by federal law. The student must abide by the EMT program background check policy and clinical agency policy for which the student is assigned. Every effort will be made to provide students with the required clinical experiences to meet program objectives. Any student denied access by a clinical affiliate will be subject to dismissal from the program.

### Universal Precaution

Students entering a health care field should be aware that they may be exposed to various contagious diseases during

their clinical education and career. Precautions and protective procedures are discussed prior to the first clinical course. Additional information may be provided by each clinical facility. Students are required to make use of any protective devices available and to use universal precautions.

### HIV Reporting

Students in all health care programs must comply with Public Law #102-141, Section 633 and "The Alabama Infected Health Care Worker Management Act." The law requires that the HIV and HBV infected care worker report to the State Health Officers his/her condition within thirty (30) days of the time that he/she is aware of the infection. The infected health care worker must realize that any physician providing care to any infected health care worker must notify the State Health Care Officer of the infected status within seven days of the time he/she diagnoses or provides such care.

### ESSENTIAL FUNCTIONS

The Alabama College System endorses the Americans with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective paramedic care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the EMT programs with or without reasonable accommodations. The EMT programs and/or affiliated clinical agencies may identify additional essential functions. The EMT programs reserve the right to amend the essential functions as deemed necessary.

To be admitted and to progress in the EMT programs a student must possess a functional level of ability to perform the duties required of an EMT student. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Department of Transportation and the EMT programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective EMT program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for EMT programs admission, progression and graduation and for the provision of safe and effective prehospital care. The EMT

essential function requirements include but are not limited to the following:

1. Physical demands of EMT
  - a. Have the physical ability to walk, climb, crawl, bend, push, pull or lift and balance over less than ideal terrain
  - b. Have good physical stamina and endurance, which would not be adversely affected by having to lift, carry and balance at times, in excess of 125 lbs, 250 lbs with assistance
  - c. See different color spectrums
  - d. Have good hand eye coordination and manual dexterity to manipulate equipment, instrumentation and medications
2. Requirements for problem solving abilities, data collection, judgment and reasoning
  - a. Be able to send and receive verbal messages as well as operate appropriately the communication equipment of current technology
  - b. Be able to collect facts and to organize data accurately, to communicate clearly both orally and in writing in the English language (9th grade level or higher)
  - c. Be able to differentiate between normal and abnormal findings in human physical conditions by using visual, auditory, olfactory, and tactile observations
  - d. Be able to make good judgment decisions and exhibit problem-solving skills under stressful situations
  - e. Be attentive to detail and be aware of standards and rules that govern practice and implement therapies based upon mathematical calculations (9th grade level or higher)
  - f. Possess sufficient emotional stability to be able to perform duties in life or death situations and in potentially dangerous social situations, including responding to calls in districts known to have high crime rates
  - g. Be able to handle stress and work well as part of a team
  - h. Be oriented to reality and not mentally impaired by mind-altering substances
  - i. Not be addicted to drugs
  - j. Be able to work shift of 24 hours in length
  - k. Be able to tolerate being exposed to extremes in the environment including variable aspects of weather, hazardous fumes and noise
  - l. Possess eyesight in a minimum of one eye correctable to 20/20 vision and be able to determine directions according to a map. Students who desire to drive an ambulance must possess approximately 180° peripheral vision capacity and must possess a valid driver license, and must be able safely and competently operate a motor vehicle in accordance with state law.

Upon admission, an individual who discloses a disability

can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the College. To be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the EMT program. The EMT faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to the Office of Disability Services, 205.391.3958 located on the second floor of the Martin Campus of Shelton State Community College.

### **Grading and Progression Policies**

The Emergency Medical Technology Programs use the following grading scale for all courses:

A = 90-100	Excellent
B = 80-89	Good
C = 75-79	Average
D = 60-74	Poor – Failing in the EMP Program
F = 59 and below	Failure

### **Clinical/Laboratory Performance is graded as follows:**

Satisfactory (S) / Unsatisfactory (U)

Clinical/Laboratory performance must be Satisfactory (S) to receive a passing grade in the course. Refer to the EMT Program Student Handbook and each course syllabus for additional information.

### **Clock-Hour to Credit-Hour Ratio**

**Theory** – One (1) hour of theory instruction under the supervision of an instructor plus an average of two (2) hours of out of class study per week. 1:1

**Laboratory** – Two (2) hours of experimental laboratory under the supervision of an instructor plus an average of one (1) hour of out of class study per week. 2:1

**Skills Laboratory/Clinical Practice** – Three (3) hours of skills laboratory or clinical practice under the supervision of an instructor. 3:1

**Preceptorship** – Three (3) hours of clinical experience per week under the supervision of a health care professional who is currently licensed, has expertise in the selected clinical area, and serves as a facilitator of learning. 3:1

### Progression Policy

1. A student must achieve a grade of 80% on each comprehensive final exam and a minimum letter grade of C or 75% in each course in order to pass and progress in the program.
2. Maintain ability to meet essential functions for EMT with or without reasonable accommodations.
3. Maintain current CPR at the health care provider level.
4. Complete all EMT courses in the prescribed sequence.

**Note:** Only those students who have met all academic requirements of the Program will be eligible to sit for the National Registry examination.

### Information about Licensure

Upon successful completion of the EMT program, the student is eligible to apply for the appropriate National Registry

examination administered by the Alabama Department of Public Health. Applicants for licensure must be at least 18 years of age. All students who enter the Emergency Medical Technology program may be required to comply with specific licensure requirements set by the National Registry of EMTs and the Alabama Department of Public Health to become licensed as an EMT. Situations that may affect licensure include, but not limited to:

1. Age (must be 18 years of age or older)
2. Prior conviction of any criminal act, including any DUI convictions
3. Present or past addiction to the use of intoxicating beverages or controlled substances
4. Not possessing 180 degrees peripheral vision capacity or a valid driver's license (for licensure as an EMT Driver)

## EMERGENCY MEDICAL TECHNICIAN BASIC CERTIFICATE

### EMT I (Basic) Curriculum

Semester Hours

#### Area V - Technical Concentration and Electives:

ORI 101 Orientation to College	1
EMS 116 EMS Basic Theory and Lab	9
EMS 117 EMS Basic Clinical Competencies	1
Total Hours Required for Certificate	11

### EMERGENCY MEDICAL TECHNICIAN (EMT BASIC I)

Course	Total Credit	Theory/lecture Hours	Lab Hours	Clinical Hours	Total Contact Hours
ORI 101 Orientation to College	1	1	0	0	1
EMS 116 EMS Basic Theory and Lab	9	6	6	0	12
EMS 117 EMS Basic Clinical Competencies	1	0	0	3	3
<b>Term Totals</b>	<b>11</b>	<b>7</b>	<b>6</b>	<b>3</b>	<b>16</b>

**Note:** EMT-Basic information policies and curriculum are subject to change due to statewide standardization to reflect changes to the National Standards Curriculum.

## EMERGENCY MEDICAL TECHNICIAN PARAMEDIC CERTIFICATE

Emergency Medical Technician Paramedics (EMT-Ps) are capable of providing basic and advanced life support, including administration of emergency medications, in the pre-hospital setting. This program is nationally accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP), and is taught in accordance with the latest revision of the Department of Transportation standards.

Upon successful completion of the EMT-Paramedic program, the student is eligible to apply and sit for the licensure examination of EMT-P administered by the National Registry of Emergency Medical Technicians. General admission requirements for EMT-Paramedic include, but are not limited to, the following:

- completed and signed application for admission to Shelton State Community College;
- completed and signed EMT-P program application;
- minimum cumulative G.P.A. of 2.0;
- completed physical examination and medical history;
- meeting the essential functions or technical standards as required for EMT Basic;
- documentation of current, negative TB skin test (if positive, documentation of negative chest x-ray must be provided);
- current CPR Certification for Healthcare Provider
- current driver's license;
- current Alabama EMT-Basic license;
- current professional liability and health insurance card (if no health insurance - sign a waiver);
- Hepatitis B Vaccine series or Titer (if negative - sign a waiver);
- official transcript documenting successful completion with a grade of C or better in MTH 116 or MTH 100 and ENG 101; and
- COMPASS Reading score of 76 or higher within the last three years.

**EMT-P (Paramedic)**

EMP 195 Advanced Trauma Management A	6
EMP 198 Medical Patient Management I	3
EMP 199 Cardiovascular Electrophysiology	3
EMP 200 Medical Patient Management II A	6
EMP 203 Cardiovascular Patient Management	3
EMP 204 Transition to Paramedic Practice	3
EMP 205 Paramedic Terminal Competencies	2
EMP 206 Paramedic Field Preceptorship	6
EMP 207 Paramedic Team Leader Preceptorship	1
ORI 101 Orientation to College	1
<b>Total Hours Required for Certificate</b>	<b>54 or 58</b>

**PARAMEDIC FAST TRACK CURRICULUM SEQUENCE**

<b>Prerequisites:</b>	<b>6</b>
ENG 101 English Composition I	3
MTH 100 Intermediate Algebra	3

Course	Total Credit	Theory/lecture Hours	Lab Hours	Clinical Hours	Total Contact Hours
<b>FIRST SEMESTER</b>					
<b>First Split Term</b>					
EMP189 Anatomy & Physiology for the Paramedic	4	8	0	0	8
EMP191 Paramedic Preparatory	2	4	0	0	4
EMP192 Paramedic Operations	3	4	4	0	8
<b>Term Totals</b>	<b>9</b>	<b>16</b>	<b>4</b>	<b>0</b>	<b>20</b>
<b>Second Split Term</b>					
EMP 193 Patient Assessment and Management	3	4	4	0	8
EMP 194 Paramedic General Pharmacology	2	2	4	0	6
<b>Term Totals</b>	<b>5</b>	<b>6</b>	<b>8</b>	<b>0</b>	<b>14</b>
<b>SECOND SEMESTER</b>					
<b>First Split Term</b>					
EMP 199 Cardiovascular Electrophysiology	3	4	4	0	8
EMP 203 Cardiovascular Patient Management	3	4	4	0	8
<b>Term Totals</b>	<b>6</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>16</b>
<b>Second Split Term</b>					
EMP 198 Medical Patient Management I	3	4	4	0	8
EMP 200 Medical Patient Management II A	6	4	4	18	26
<b>Term Totals</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>18</b>	<b>34</b>
<b>THIRD SEMESTER</b>					
<b>First Split Term</b>					
EMP 207 Paramedic Team Leader Preceptorship	1	0	0	6	6
EMP195 Advanced Trauma Management A	6	4	4	18	26
EMP 205 Paramedic Terminal Competencies	2	2	4	0	6
<b>Term Totals</b>	<b>9</b>	<b>6</b>	<b>8</b>	<b>24</b>	<b>38</b>
<b>Second Split Term</b>					
EMP 204 Transition to Paramedic Practice	3	4	4	0	8
EMP 206 Paramedic Field Preceptorship	6	2	0	30	32
<b>Semester Total</b>	<b>9</b>	<b>6</b>	<b>4</b>	<b>30</b>	<b>40</b>

## NURSING PROGRAMS

Shelton State Community College offers career opportunities in Nursing through three programs. The Associate Degree Nursing (ADN) program offers the opportunity for the student to complete the requirements and prepare for licensure as a registered nurse. Students may be admitted to the ADN program directly or they may complete the Practical Nursing program (PN), pass the licensure exam for Practical Nursing, be employed as a Practical Nurse for at least 500 clock hours, and then apply to the ADN program as a "Mobility" student. Both the ADN and the PN programs are competitive for admission and require a rigorous course of study. Some students begin their nursing career through the Nursing Assistant/Home Health Aide program (NA/HHA) in which they complete a one semester program of study. Graduates of the NA/HHA program are qualified for employment in the areas of long-term care, home health care, or acute care and may sit for certification examinations.

## NURSING PROGRAMS POLICIES

In addition to complying with all College policies, students enrolled in the nursing programs must have knowledge of and adhere to the following policies.

### Essential Function Standards

The Alabama College System and Shelton State Community College endorse the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare

employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the following:

### 1. Sensory Perception

#### a. Visual

- i. Observe and discern subtle changes in physical conditions and the environment
- ii. Visualize different color spectrums and color changes
- iii. Read fine print in varying levels of light
- iv. Read for prolonged periods of time
- v. Read cursive writing
- vi. Read at varying distances
- vii. Read data/information displayed on monitors/equipment

#### b. Auditory

- i. Interpret monitoring devices
- ii. Distinguish muffled sounds heard through a stethoscope
- iii. Hear and discriminate high and low frequency sounds produced by the body and the environment
- iv. Effectively hear to communicate with others

#### c. Tactile

- i. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics

#### d. Olfactory

- i. Detect body odors and odors in the environment

### 2. Communication/ Interpersonal Relationships

- a. Verbally and in writing, engage in a two-way communication and interact effectively with others from a variety of social, emotional, cultural and intellectual backgrounds

#### b. Work effectively in groups

#### c. Work effectively independently

#### d. Discern and interpret nonverbal communication

#### e. Express one's ideas and feelings clearly

#### f. Communicate with others accurately in a timely manner

#### g. Obtain communications from a computer

### 3. Cognitive/Critical Thinking

#### a. Effectively read, write and comprehend the English language

#### b. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings

#### c. Demonstrate satisfactory performance on written examinations including mathematical

computations without a calculator

d. Satisfactorily achieve the program objectives

4. Motor Function

- a. Handle small delicate equipment/objects without extraneous movement, contamination or destruction
- b. Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
- c. Maintain balance from any position
- d. Stand on both legs
- e. Coordinate hand/eye movements
- f. Push/pull heavy objects without injury to client, self or others
- g. Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
- h. Walk without a cane, walker or crutches
- i. Function with hands free for nursing care and transporting items
- j. Transport self and client without the use of electrical devices
- k. Flex, abduct and rotate all joints freely
- l. Respond rapidly to emergency situations
- m. Maneuver in small areas
- n. Perform daily care functions for the client
- o. Coordinate fine and gross motor hand movements to provide safe effective nursing care
- p. Calibrate/use equipment
- q. Execute movement required to provide nursing care in all health care settings
- r. Perform CPR and physical assessment
- s. Operate a computer

5. Professional Behavior

- a. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
- b. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- c. Handle multiple tasks concurrently
- d. Perform safe, effective nursing care for clients in a caring context
- e. Understand and follow the policies and procedures of the College and clinical agencies
- f. Understand the consequences of violating the student code of conduct
- g. Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- h. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
- i. Must not pose a threat to self or others
- j. Function effectively in situations of uncertainty

and stress inherent in providing nursing care

- k. Adapt to changing environments and situations
- l. Remain free of chemical dependency
- m. Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- n. Provide nursing care in an appropriate time frame
- o. Accepts responsibility, accountability, and ownership of one's actions
- p. Seek supervision/consultation in a timely manner
- q. Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. Shelton State will provide reasonable accommodations, but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the College. In order to be admitted, one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to the Office of the Disability Services, 205.391.3958 located on the second floor of the Martin Campus.

### Health Policy

Because participation in clinical courses is an integral part of the Nursing programs at the College, each student is required to comply with all policies and procedures of the contracted clinical agencies. Therefore, each student is expected to uphold the contractual terms in the contracts upon being admitted to the nursing program. All costs/expenses associated with meeting the health and general policy requirements of the program are the responsibility of the student. The following policies and procedures are required by all students upon acceptance to the nursing program:

1. Proof of completion of a physical examination which demonstrates the student is free from disease must be documented on the Shelton State Community College Medical Record by a licensed physician or nurse practitioner.
2. Vaccinations which include Hepatitis B Series or evidence of immunity, MMR (German Measles, Mumps, Rubella) if born after 1957 or evidence of immunity.

Note: Hepatitis series completed more than two (2) years prior to admission must have a titer drawn, or provide proof of immunity.

3. Purchase of liability and accident insurance that is purchased through the College.
4. Completion of Pre-clinical drug screen prior to admission and before the first day of class. The students must have a negative screen prior to being assigned to a clinical agency. The complete drug screen policy is located in the Nursing Program Student Handbook.
5. Students are required to have a background check prior to admission and before the first day of class. All students must sign a release form for permission to perform a background check as required by federal law. The student must abide by the nursing program background check policy and clinical agency policy for which the student is assigned. Every effort will be made to provide students with the required clinical experiences to meet program objectives. Any student denied access by a clinical affiliate will be subject to dismissal from the program.
6. Proof of Cardiopulmonary Resuscitation (CPR) training at the health care provider level (BLS/Infant/Child) prior to admission and/or before the first clinical nursing course.
7. Completion of training on Universal Precautions, OSHA requirements and the prevention and management of the spread of diseases. Training is given in the introductory/fundamentals course. Additional information is given related to hospital policies including, but not limited to issues of confidentiality, procedures, Fire and Safety procedures and documentation policies.

### HIV Reporting

Students in all health care programs must comply with Public Law #102-141, Section 633 and "The Alabama Infected Health Care Worker Management Act." The law requires that the HIV and HBV infected care worker report to the State Health Officers his/her condition within thirty (30) days of the time that he/she is aware of the infection. The infected health care worker must realize that any physician providing care to any infected health care worker must notify the State Health Care Officer of the infected status within seven days of the time he/she diagnoses or provides such care.

### Grading and Progression Policies

The Nursing Program uses the following grading scale for all nursing courses:

A = 90-100	Excellent
B = 80-89	Good
C = 75-79	Average
D = 60-74	Poor – Failing in the Nursing Program

F = 59 and below Failure

**Note:** In the drug calculation component of NUR 104 and in any calculation tests in the program, a B is defined as 85-89% and a minimum grade of B (85%) is required to pass the calculation component of the course(s). A minimum letter grade of C or 75% is required in all other nursing courses to pass and progress in the program. In each course a student must achieve a 75 % (C) average on unit exams and a comprehensive final exam to successfully complete the course. Other grades will be added only after the minimum 75% (C) is achieved.

**Clinical/Laboratory Performance** is graded as follows:

Satisfactory (S) / Unsatisfactory (U)

Clinical/Laboratory performance must be Satisfactory (S) to receive a passing grade in the course. Refer to the Nursing Program Student Handbook and each course syllabus for additional information.

### Clock-Hour to Credit-Hour Ratio

**Theory** – One (1) hour of theory instruction under the supervision of an instructor plus an average of two (2) hours of out of class study per week. 1:1

**Laboratory** – Two (2) hours of experimental laboratory under the supervision of an instructor plus an average of one (1) hour of out of class study per week. 2:1

**Skills Laboratory/Clinical Practice** – Three (3) hours of skills laboratory or clinical practice under the supervision of an instructor. 3:1

**Preceptorship** – Three (3) hours of clinical experience per week under the supervision of a health care professional who is currently licensed, has expertise in the selected clinical area, and serves as a facilitator of learning. 3:1

### Progression Policy

To continue in the nursing program as prescribed in the Alabama College System Standardized Nursing Curriculum at Shelton State Community College, the student must:

1. Maintain a grade of C (70) or better in all required general education courses and a grade of C (75) or above in nursing courses and maintain a 2.0 cumulative GPA
2. Complete all required general education courses according to The Alabama College System Nursing Education curriculum unless completed prior to admission. Any exceptions must be approved by the Assistant Dean for Health Programs.
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
4. Successfully complete the program
  - a. Within 48 months from initial semester for ADN students; or
  - b. Within 24 months from initial semester for PN and Mobility students.

5. Maintain current CPR at the health care provider level.
6. Complete all nursing courses in the prescribed sequence.

If a student withdraws or makes a D or an F in a nursing course, the student cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition will be based on instructor availability and program resources. A student may repeat a nursing course one (1) time; if a passing grade is not attained on the second attempt, the student is not eligible to progress or for readmission for two (2) calendar years.  
**Note: SSCC students who are unsuccessful in 3 or more courses in the same semester are not eligible to repeat the failed courses the very next semester if offered.**

**Students who do not meet progression requirements must withdraw from the nursing program and apply for readmission.**

#### **Readmission/Reinstatement**

Students whose progression through the nursing program is interrupted and who desire to be reinstated in the program must schedule an appointment with the Director of Nursing to discuss reinstatement. To be reinstated, a student must:

- a. Apply for readmission to the College if not currently enrolled;
- b. Submit a letter requesting reinstatement at least six (6) weeks prior to the semester for planned enrollment to the Director of Nursing; (See Request for Readmission Letter in the Nursing Program Student Handbook)
- c. Submit letter of request in a timely manner so that reinstatement would occur within one (1) year from the term of withdrawal or failure;
- d. Demonstrate competency in all previous nursing courses successfully completed; (Refer to Readmission Policy in Nursing Program Student Handbook)
- e. Adhere to nursing curriculum or program policies and procedures effective at the point of reinstatement.

Reinstatement to the nursing program is not guaranteed.

Reinstatement may be denied due to, but not limited to, any of the following circumstances:

- a. Space not available in the course for which the student wishes to be reinstated. (Students in regular progression have enrollment priority for clinical sites.) **Note: SSCC students who are unsuccessful in 3 or more courses in the same semester are not eligible to repeat the failed courses the very next semester if offered.**
- b. Grade point average is less than 2.0 from courses completed at current institution.
- c. Refusal by clinical agencies to accept the student for clinical experiences.
- d. Failure to demonstrate competency in all previous nursing courses successfully completed.
- d. Over 12 months have elapsed since the student was

enrolled in a nursing course.

- e. Student has been dismissed from the program.

#### **Dismissal:**

1. A total of two (2) unsuccessful attempts (D, or F, or withdrawal) in nursing courses will result in dismissal from the nursing program. Withdrawal and/or a grade of a D or F in one (1) or more courses in a term will be considered one (1) attempt.

If a student has been dismissed from the Associate Degree Nursing program, the student may apply for admission to the Practical Nursing program. If a student has been dismissed from the Mobility program, and two years have elapsed, the student may apply for admission to the generic program.

2. A student who has been dismissed from a specific program (ADN/PN/Mobility) can apply for admission as a new student to any nursing program within the Alabama College System, provided:

- a. the student meets current entry requirements;
- b. at least two (2) years have elapsed since the student's dismissal from a specific program; and
- c. the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.

3. Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program.

#### **Transfer Policy**

Students who wish to transfer to the nursing program must:

1. Meet the entry and progression requirements of the institution and the nursing program.
2. Provide evidence that all required general education and nursing courses taken at another institution were passed with a grade of C or better and the student maintained a 2.0 cumulative GPA.
3. Alabama College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus.
4. Nursing courses from any other institution are accepted only after review by Shelton State Community College to ensure content consistency.
5. Must be a student in good standing and eligible to return to the previous nursing program the next semester.
6. Provide a letter of recommendation from the dean/director of the previous program.
7. Complete at least 25% of the total program at the accepting institution.
8. Provide validation of skills and knowledge as required to determine program placement (See Readmission Policy Program Student Handbook).
9. Acceptance of transfer students into nursing programs

is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

### Comprehensive Achievement Tests

Comprehensive achievement tests from national testing companies are administered in courses throughout the curriculum. These tests are directly related to course content and are required of all nursing students. Students are encouraged to prepare for achievement tests and are required to discuss the interpretation of their scores with their class instructor. Students who score below the expected level are required to do additional developmental work to enhance their learning experience and must provide evidence of completion of developmental work. Fees for these tests are paid by the student upon registration for each nursing course in which the test(s) are given.

### Withdrawal Policy

A student who wishes to withdraw from a nursing course must do so officially via the web or in the Office of Admissions and Records. A withdrawal from a nursing course for ANY reason or at ANY time during the semester is counted as one attempt at successfully completing the course. The student will have one additional opportunity to enroll in the course.

### Graduation Requirements and Exit Exam

Requirements for graduation in AA, AS, and AAS degree programs are listed in the College catalog. (Refer to this section for detailed information.) In addition, all students (PN and AD) are required to pass a comprehensive exit exam in NUR 109 or NUR 204 during the last semester of the program. The exit exam must be passed at a level designated by the faculty in order to pass the course and meet graduation requirements. Students who do not pass the exit exam will be required to participate in remediation activities as determined by the faculty and repeat the exit exam. Each student is provided three (3) opportunities to successfully pass the exam. (Refer to Nursing Program Handbook for further information.)

### Information about Licensure

Applicants for admission to Shelton State Community College Nursing programs (PN and ADN) should be aware of the following information about licensure. The Alabama Board of Nursing (ABN) application for licensure by examination includes questions regarding past arrests or convictions for DUI and/or criminal offenses (misdemeanor or felony) and history of mental illness, substance abuse, placement on state or federal abuse registry and previous court-martial or military discipline. Candidates are advised to respond honestly as failure to do so can result in denial of license as specified by law according to the Nurse Practice Act of Alabama and the Administrative Code of the Alabama Board of Nursing.

Application to write the examination may be denied by

the Alabama Board of Nursing based on this review. Therefore, successful completion of the PN or ADN program does not guarantee eligibility to write the NCLEX-PN or NCLEX-RN exam for licensure. For further information contact the ABN office at 334.242.4060 or 800.656.5318 or visit their Web site, [www.abn.state.al.us](http://www.abn.state.al.us).

## ASSOCIATE DEGREE NURSING

The Associate Degree Nursing (ADN) program prepares graduates to sit for the licensure exam for registered nurses. It is a balanced curriculum including both nursing and general education courses. Course content includes the role of the registered nurse, health care concepts, and technical observations and skills. Supervised clinical laboratory experiences are planned to focus on care of patients with well-defined health problems where probable outcomes of nursing interventions are predictable. Nursing courses **must** be taken in sequential order.

It is the goal of Shelton State Community College to graduate well prepared nurses who are strong practitioners both clinically and academically. To that end, ADN students should plan for 12-16 hours per week of clinical experience. Although these hours will be planned as conveniently as possible, there may be some evening or weekend clinical assignments. Clinical times are included in the packets available at the beginning of each nursing course. Because of the clinical time involved and the preparation time for some of the nursing courses, many students would benefit from having completed all the academic requirements (non-nursing courses) prior to admission to the ADN program. Students are discouraged from working while enrolled in the ADN program.

The program offers two (2) tracks for admission into the ADN curriculum. Students who have no nursing background may be admitted to the two-year track. Admission occurs during the fall semester and 21 months, or five (5) consecutive semesters, are required to complete this track of study. Students who complete an approved PN program and hold a PN license may apply for admission to the career mobility track. Twelve to 15 months or three to four consecutive semesters are required to complete this track of study with admission occurring during fall semester.

Admission to the ADN program is a competitive process; the number of applicants may exceed the number of spaces available. The space available at clinical sites and student-teacher ratios required by the Alabama Board of Nursing limit the number of applicants accepted each year.

Transfer students in the ADN program must complete all required courses in the prescribed sequence. Academic credits will transfer as usual; however, Human Anatomy and Physiology I and II (BIO 201 and 202) credits must have been completed within the past five (5) years. If not, at least one of the two (2) courses must be repeated for credit. Nursing transfer credits are evaluated on an individual basis. Verification of knowledge

and skills may be required (See Transfer Policy).

The Associate Degree Nursing program is fully approved by the Alabama Board of Nursing (ABN), RSA Plaza, Suite 50, 770 Washington Avenue, P.O. Box 303900, Montgomery, AL 36130-3900, and telephone number 334.242.4060 or 800.656.5318. The ADN program is also accredited by The National League for Nursing Accrediting Commission (NLNAC), 61 Broadway-33rd Floor, New York, NY 10006, telephone number 212.363.5555 or 800.669.1656, ext. 153.

**Note:** At the date of this publication, there are statewide revisions taking place in the Alabama Department of Postsecondary Education Nursing programs that may necessitate changes in the curriculum, policies and procedures.

#### Minimum Admission Standards for the ADN Program (Two-Year Track):

1. Unconditional admission to the College.
2. Receipt of completed application packet for the ADN Two-Year Track by **June 1st**.
3. Minimum of 2.50 GPA on last 24 hours of credit (undergraduate or graduate). Official college and/or high school transcripts must be on file in the nursing admissions office.
4. Minimum of 2.50 high school GPA for students without prior college coursework (official high school transcript or a GED must be on file in the Nursing Admissions Office)
5. Eligible to enroll in or must have completed:
  - a. English 101 and Math 116, MTH 100 or higher math as determined by college placement.
  - b. BIO 201 during the first term of nursing courses.
6. In good standing with the College.
7. Meet the essential functions or technical standards required for nursing.
8. Score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher) within the last three (3) years on file in the nursing admissions office.

Admission to the Two-Year Track program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum requirements does not guarantee acceptance into the program.

After meeting all minimum requirements, applicants are rank-ordered using a point system based on:

1. Compass or ACT Reading scores, the higher the score the greater the points received;
2. Points from selected college courses (i.e. BIO 201, BIO 202, BIO 220) or selected high school courses (i.e. Algebra II or higher level math, highest level Biology, Chemistry) are awarded based on grade received in course. A grade of "A" is assigned more points than a grade of "C"; and
3. Additional Points (maximum 11)

Points Criteria

2	Completed 18 hours of the required Academic courses for the Nursing Program at Shelton State Community College
3	Completed Medical Profession program in high school; Completed or enrolled in Emergency Medical Technician program (EMT); Completed or enrolled in Nursing Assistant program; OR Volunteer/Work in Healthcare field (6 months or longer)
6	Completed BIO 201, BIO 202, BIO 220, ENG 101, MTH 100, or MTH 116

A total of 200 points is possible with these selection criteria.

#### Minimum Admission Standards for the ADN program (Mobility/LPN to RN Track):

1. Unconditional admission to the College.
2. Receipt of completed application packet for the Mobility Track Nursing program by November 1st.
3. Minimum of 2.50 GPA on last 24 hours of undergraduate or graduate credit (official college transcripts must be on file in the nursing admissions office).
4. Completion of prerequisite courses which include: ENG 101 English Composition I, Math 116 Mathematical Applications, MTH 100 Intermediate College Algebra or higher math as determined by college placement, BIO 201 Human Anatomy and Physiology I, BIO 202 Human Anatomy and Physiology II, and NUR 200 Nursing Career Mobility Assessment [Not required for students who apply within 2 (two) years of graduating from an approved Alabama College System PN program using the standardized state curriculum].
5. A valid unencumbered Alabama practical nurse license.
6. Documentation of employment as an LPN for a minimum of 500-clock hours (approximately three (3) months' full-time employment) within the 12 months prior to admission.
7. Student must be in good standing with the College.
8. Student must meet the essential functions or technical standards required for nursing.
9. A score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher) within the last three (3) years on file in the nursing admissions office.

Admission to the Associate Degree Nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum requirements does not guarantee acceptance into the program.

After meeting all minimum requirements, applicants are rank-ordered using a point system based on:

1. COMPASS or ACT Reading scores, the higher the score the greater the points received for the selection process;
2. Points from selected college courses (i.e., BIO 201, BIO 202, BIO 220) are awarded based on the grade earned in the course. (A grade of A is assigned more points than a grade of C) and
3. Additional points (Maximum 11 points)

- 5 Completed General Microbiology, BIO 220 and two (2) or more of General Psychology, PSY 200, Human Growth and Development, PSY 210, Speech elective or Humanities
- 3 Completed LPN certificate with a G.P.A. of 3.5 or higher
- 3 Completed LPN certificate with a G.P.A. of 3.5 or higher at Shelton State Community College

A total of 200 points is possible with these selection criteria.

## ASSOCIATE DEGREE NURSING TWO-YEAR TRACK CURRICULUM

Course	Total	Theory/lecture	Lab	Clinical	Total Contact
	Credit	Hours	Hours	Hours	Hours
<b>First Semester</b>					
MTH 116 Mathematical Applications or MTH 100 Intermediate College Algebra or higher level math	3	3	0	0	3
**BIO 201 Human Anatomy and Physiology I	4	3	2	0	5
NUR 102 Fundamentals of Nursing	6	3	6	3	12
NUR 103 Health Assessment	1	0	3	0	3
NUR 104 Pharmacology	1	0	3	0	3
Semester Total	15	9	14	3	26
<b>Second Semester</b>					
ENG 101 English Composition I	3	3	0	0	3
BIO 202 Human Anatomy and Physiology II	4	3	2	0	5
NUR 105 Adult Nursing	8	5	3	6	14
NUR 106 Maternal and Child Nursing	5	4	0	3	7
Semester Total	20	15	5	9	29
<b>Third Semester</b>					
PSY 200 General Psychology	3	3	0	0	3
BIO 220 Microbiology	4	2	4	0	6
NUR 201 Nursing Through the Lifespan I	5	3	0	6	9
Semester Total	12	8	4	6	18
<b>Fourth Semester</b>					
Speech SPH 106, SPH 107, or SPH 116	3	3	0	0	3
PSY 210 Human Growth and Development	3	3	0	0	3
NUR 202 Nursing Through the Lifespan II	6	3	0	9	12
Semester Total	12	9	0	9	18
<b>Fifth Semester</b>					
***Humanities Elective	3	3	0	0	3
NUR 203 Nursing Through the Lifespan III	6	4	0	6	10
NUR 204 Role Transition for the Registered Nurse	4	2	0	6	8
Semester Total	13	9	0	12	21

### Totals Credit Hours 72 Hours

\*Refer to Clock-Hour to Credit-Hour Ratio guide.

\*\*BIO 103 is a prerequisite for BIO 201 or the student must make a satisfactory score on approved ACS placement exam.

\* \* \*Humanities elective must be chosen from: art, music, literature, philosophy or religion.

**MOBILITY/LPN TO RN TRACK CURRICULUM**  
**PREREQUISITE COURSES PRIOR TO NUR 200/201**

Course	Semester Hours
MTH 116 Mathematical Applications OR	
MTH 100 Intermediate College Algebra OR higher math	3
**BIO 201 Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4
ENG 101 English Composition I	3
Total Prerequisite Hours	14 or 15

**MOBILITY/LPN TO RN TRACK CURRICULUM**

Course	Total Credit	Theory/lecture Hours	Lab Hours	Clinical Hours	Total Contact Hours
<b>First Semester</b>					
NUR 200 Nursing Career Mobility Assessment	6	3	9	0	12
<b>Second Semester</b>					
PSY 200 General Psychology	3	3	0	0	3
BIO 220 Microbiology	4	2	4	0	6
NUR 201 Nursing Through the Lifespan I	<u>5</u>	<u>3</u>	<u>0</u>	<u>6</u>	<u>9</u>
<b>Semester Total</b>	<b>12</b>	<b>8</b>	<b>4</b>	<b>6</b>	<b>18</b>
<b>Third Semester</b>					
Speech SPH 106, SPH 107, or SPH 116	3	3	0	0	3
PSY 210 Human Growth and Development	3	3	0	0	3
NUR 202 Nursing Through the Lifespan II	<u>6</u>	<u>3</u>	<u>0</u>	<u>9</u>	<u>12</u>
<b>Semester Total</b>	<b>12</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>18</b>
<b>Fourth Semester</b>					
***Humanities Elective	3	3	0	0	3
NUR 203 Nursing Through the Lifespan III	6	4	0	6	10
NUR 204 Role for the Registered Nurse	<u>4</u>	<u>2</u>	<u>0</u>	<u>6</u>	<u>8</u>
<b>Semester Total</b>	<b>13</b>	<b>9</b>	<b>0</b>	<b>12</b>	<b>21</b>
<b>Total Credit Hours 57 Hours</b>					

\*Refer to Clock-Hour to Credit-Hour Ratio guide.

\*\*BIO 103 is a prerequisite for BIO 201 or the student must make a satisfactory score on approved ACS placement exam.

\*\*\*Humanities elective must be chosen from: art, music, literature, philosophy, or religion.

## NURSING PROGRAM OF STUDY AREAS I-IV

### Two-Year Generic Track and Mobility Track

**Note:** Nursing program information, policies and curriculum are subject to change due to restructuring of statewide standardization of nursing programs.

	Semester Hours
<b>Area I - Written Composition</b>	3
ENG 101 English Composition I	3
<b>Area II - Humanities and Fine Arts</b>	3
SPH 106 Fundamentals of Oral Communications,	
SPH 107 Fundamentals of Public Speaking, or	
SPH 116 Introduction to Interpersonal	
Communication	3
<b>Area III - Natural Science or Mathematics</b>	11
MTH 116 Mathematic Applications or higher math	
**BIO 201 and BIO 202 Human Anatomy and Physiology I and II	3
<b>Area IV - History, Social, and Behavioral Sciences</b>	6
PSY 200 General Psychology	3
PSY 210 Human Growth and Development	3
<b>Area V - Two-Year/Generic Track</b>	
<b>Area V - Technical Concentration and Electives:</b>	50
ORI 101 Orientation to College	1
BIO 220 General Microbiology	4
*Humanities Elective	3
NUR 102 Fundamentals of Nursing	6
NUR 103 Health Assessment	1
NUR 104 Pharmacology	1
NUR 105 Adult Nursing	8
NUR 106 Maternal and Child Nursing	5
NUR 201 Nursing Through the Lifespan I	5
NUR 202 Nursing Through the Lifespan II	6
NUR 203 Nursing Through the Lifespan III	6
NUR 204 Role Transition for the Registered Nurse	4
Total Hours Required for Degree	72
<b>Area V - Mobility Track</b>	
<b>Area V - Technical Concentration and Electives</b>	47
ORI 101 Orientation to College	1
BIO 220 General Microbiology	4
NUR 200 Nursing Career Mobility Assessment	6
NUR 201 Nursing Through the Lifespan I	5
NUR 202 Nursing Through the Lifespan II	6
NUR 203 Nursing Through the Lifespan III	6
NUR 204 Role Transition for the Registered Nurse	4
NUR 200 Nursing Career Mobility Assessment (Course Credit)***	15
Total Hours Required for Degree	72

\*Humanities elective must be chosen from: art, music, literature, philosophy or religion.

\*\*BIO 103 is a prerequisite to BIO 201 or the student must make a satisfactory score on ACS approved placement exam.

\*\*\*Students who successfully complete NUR 200 are awarded 15 non-traditional hours at the completion of the LPN mobility curriculum.

## PRACTICAL NURSING CERTIFICATE

The Practical Nursing program prepares graduates to sit for the NCLEX-PN licensure exam. A combination of classroom theory, lab, and supervised clinical experiences are offered in a full time program. The nursing courses must be taken in sequential order. Admission to Practical Nursing is a competitive process. The space available at clinical sites and student-teacher ratios required by the Alabama Board of Nursing limit the number of applicants accepted. Twelve months or three (3) consecutive semesters, are required to complete the program with admission occurring in the fall and spring semesters. Selections for each class are made by the Practical Nursing Admissions Committee. The goal of Shelton State Community College is to graduate well-prepared nurses who are strong performers both clinically and in the classroom. To that end, Practical Nursing students should plan to spend 16 hours per week in clinical experience and three (3) or more hours of study time for each hour spent in the classroom. Although clinical hours will be planned as conveniently as possible, there may be some 3-11 non-traditional work hours. Students are discouraged from working while attending the PN program.

The Practical Nursing Program is fully approved by the Alabama Board of Nursing (ABN), RSA Plaza, Suite 50, 770 Washington Avenue, P.O. Box 303900, Montgomery, AL 36130-3900, telephone 334.242.4060 or 800.656.5318.

**Note:** Nursing Program information, policies and curriculum are subject to change due to statewide standardization of nursing programs.

**Minimum Admission Standards for the Practical Nursing Track include:**

1. Unconditional admission to the College.
2. Minimum of 2.50 GPA on last 24 hours of undergraduate or graduate credit (official college and high school transcripts or GED must be on file in the nursing admissions office)
3. Minimum of 2.50 high school GPA for students without prior college coursework (official high school transcript or GED must be on file in the Nursing Admissions Office).
4. Eligible to enroll in:
  - a. ENG 101 English Composition I as determined by college placement
  - b. MTH 116 Mathematical Applications or MTH 100 Intermediate College Algebra or higher math as determined by college placement
  5. Good standing with the College
  6. Meet the essential functions or technical standards required for nursing
  7. A score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or

higher) within the last three (3) years on file in the nursing admissions office.

Admission to the Practical Nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum requirements does not guarantee acceptance into the program.

After meeting all minimum requirements, applicants are rank-ordered using a point system based on:

1. COMPASS Reading scores, the higher the score the greater the points received for the selection process;
2. Points for selected college courses (i.e., ENG 101, MTH 116) or selected high school courses (i.e. Algebra II or higher level math, highest level biology) are awarded based on grade received in the course. A grade of A is assigned more points than a grade of C; and
3. Additional points (maximum 11)

<u>Points</u>	<u>Criteria</u>
2	Completed 18 hours at Shelton State Community College
3	Completed Medical Profession Program in High School
	Completed or enrolled in Emergency Medical Technician Program (EMT)
	Completed or enrolled in Nursing Assistant Program
OR	
	Volunteer/Work in Healthcare Field (six (6) months or more)
6	Completed all required academic courses for Practical Nursing (PN) Track (BIO 201, BIO 202, ENG 101, and MTH 100 or MTH 116)

A total of 170 points is possible with these selection criteria.

## PRACTICAL NURSING CURRICULUM

Course	Total Credit	Theory/lecture Hours	Lab Hours	Clinical Hours	Total Contact Hours
<b>First Semester</b>					
MTH 116 Mathematical Applications or higher level math	3	3	0	0	3
BIO 201 Human Anatomy and Physiology I	4	3	2	0	5
NUR 102 Fundamentals of Nursing	6	3	6	3	12
NUR 103 Health Assessment	1	0	3	0	3
NUR 104 Pharmacology	1	0	3	0	3
Semester Total	15	9	14	3	26
<b>Second Semester</b>					
ENG 101 English Composition I	3	3	0	0	3
BIO 202 Human Anatomy and Physiology II	4	3	2	0	5
NUR 105 Adult Nursing	8	5	3	6	14
NUR 106 Maternal and Child Nursing	5	4	0	3	7
Semester Total	20	15	5	9	29
<b>Third Semester</b>					
NUR 107 Adult/Child Nursing	8	5	0	9	14
NUR 108 Psychosocial Nursing	3	2	0	3	5
NUR 109 Role Transition	3	2	3	0	5
Semester Total	14	9	3	12	24
<b>Total Credit Hours 49 Hours</b>					

\*Refer to Clock-Hour to Credit-Hour Ratio guide

## PRACTICAL NURSING CERTIFICATE

Area	Semester Hours	Semester Hours
Area I - Written Composition	3	NUR 103 Health Assessment
ENG 101 English Composition I	3	1
Area II - Humanities and Fine Arts	0	NUR 104 Pharmacology
Area III - Natural Science or Mathematics	11	1
**BIO 201 Human Anatomy and Physiology I	4	NUR 105 Adult Nursing
BIO 202 Human Anatomy and Physiology II	4	8
MTH 116 Mathematical Applications or higher math	3	NUR 106 Maternal and Child Nursing
Area IV - History, Social, and Behavior Sciences	0	5
Area V - Technical Concentration and Electives	35	NUR 107 Adult/Child Nursing
ORI 101 Orientation to College	1	8
NUR 202 Fundamentals of Nursing	6	NUR 108 Psychosocial Nursing
		3
		NUR 109 Role Transition
		3
<b>Total Hours Required for Certificate</b>		<b>49</b>
**BIO 103 is a prerequisite to BIO 201 or satisfactory score on ACS approved placement exam.		

## **NURSING ASSISTANT/ HOME HEALTH AIDE CERTIFICATE**

The Nursing Assistant/Home Health Aide (NA/HHA) program is a one semester, 23 credit hour program which includes classroom and lab experience at the College and clinical experience at local health care facilities. The NA/HHA program prepares the student to sit for the National Nurse Aide Certification Exam (NNAAP) administered by Promissor, Inc. After completion of the program, a student is eligible to take the Nurse Aide Certification Exam. A student who demonstrates competency on the exam will be placed on the Alabama Nurse Aide Registry. Successful completion of all courses in the program would qualify the student for employment as a Home Health Aide. A graduate is qualified for employment in the areas of long-term care, home health care, and acute care. The Nursing Assistant program is fully approved by the Alabama Department of Public Health. Classes begin each semester. A student must complete all courses in the curriculum to receive a certificate from Shelton State Community College.

Note: Nursing Assistant Program information policies and curriculum are subject to change due to statewide standardization of the program.

### **POLICIES FOR THE NURSING ASSISTANT PROGRAM**

Admission Requirements for the Nursing Assistant/Home Health Aide Program

1. Completed application for admission to Shelton State Community College
2. Completed application for admission to the NA/HHA program.
3. A copy of an official high school transcript, or GED
4. A cumulative GPA of 2.0 on a 4.0 scale on all previous college credit.
5. Eligibility to enroll in COM 100 Introductory Technical English or higher and MAH 101 Introductory Mathematics or higher as measured by COMPASS Testing. Placement testing is scheduled through the Counseling Center 205.391.2232.
6. Students may be required to take a WorkKeys assessment prior to admission to the program.

### **Grading and Progression Policies**

The NA/HHA program uses the following **grading scale** for all nursing courses:

A = 90-100	Excellent – Passing in the NA Program
B = 80-89	Good
C = 75-79	Average
D = 60-74	Poor – Failing in the NA Program
F = 59 below	Failure

**Clinical/Laboratory Performance** is graded as follows:  
Satisfactory (S)/Unsatisfactory (U)

Clinical/Laboratory must be satisfactory to receive a passing grade in the course. See Program Student Handbook and each course syllabus for additional information.

In addition, the following policies are required for success and progression in the program of study:

1. Students must achieve a C (75%) average on unit exams and comprehensive final exam in each course to successfully complete the course.
2. A grade of C (70% or above) is required for all general education (non-nursing) courses.
3. Fulfillment of all concurrent courses. Failure to attain the required passing grades in any course will result in non completion of the program.
4. If a nursing course is failed it may be repeated. If a passing grade is not attained on the second attempt, the student is suspended from the Nursing Assistant Program.
5. A satisfactory level of mental and physical health including maintaining current immunizations, Hepatitis B vaccinations, annual TB testing and ability to meet the Essential Function standards.
6. Current liability insurance is required.
7. Current CPR certification at the Health Care Provider level is required.

### **CERTIFICATION IN THE NURSING ASSISTANT/ HOME HEALTH AIDE PROGRAM**

The Alabama Department of Health has contracted with Pearson VUE to develop, score and report the results of the Competency exam required for certification and placement in the Alabama Nurse Aid Registry. NACES Plus Foundation, Inc. works with Pearson VUE to schedule and administer the examination. To be eligible, candidates must have completed a nurse aide training course approved by the Alabama Department of Health's Division of Provider Services within the last twenty-four months. Individuals who demonstrate competency on the exam are placed on the Nurse Aid Registry maintained by the Alabama Department of Public Health, 334.206.5169. To maintain certification, a nurse aide must work at least eight (8) hours in twenty-four (24) months. If not, the nurse aide must retrain and retest.

The examination process consists of two parts, the Skills Evaluation and the Written (or Oral) Exam, which is administered on the same day. A candidate must pass both parts in order to be certified and listed on the Alabama Nurse Aide Registry. To obtain registration information, contact the nursing office or call the National Nurse Aide Assessment Program (NNAAP), 1.877.889.0939. A candidate may also download a Candidate Handbook and view the Nurse Aide Practice Written Examination at [www.pearsonvue.com](http://www.pearsonvue.com)

	Semester Hours		
<b>Area I-Written Composition</b>	3	ACR 121 Principles of Electricity for HVACR	3
COM 100 Introductory Technical English or higher course	3	ACR 122 HVACR Electric Circuits	3
<b>Area II- Humanities and Fine Art</b>	0	ACR 123 HVACR Electrical Components	3
<b>Area III-Natural Sciences or Mathematics</b>	3	ACR 127 HVACR Electric Motors	3
MAH 101 Introductory Mathematics I or higher course	3	ACR 132 Residential Air Conditioning	3
<b>Area IV-History, Social, and Behavior Sciences</b>	0	ACR 138 Customer Relations in HVAC	3
<b>Area V-Technical Concentration and Electives</b>	17	ACR 147 Refrigerant Transition and Recovery Theory	3
ORI 101 Orientation to College	1	ACR 148 Heat Pump Systems I	3
NAS 111 Fundamentals of Long Term Care	5	ACR 149 Heat Pump Systems II	3
NAS 112 Fundamentals of Long Term Care Clinical	2	ACR 192 Apprenticeship/Internship	3
NAS 113 Fundamentals of Home Health Care	5	ACR 209 Commercial Air Conditioning Systems	3
NAS 114 Home Health Aide Clinical	2	ACR 210 Troubleshooting HVACR Systems	3
NAS 115 CPR and First Aid	2	Electives	0-3
<b>Total Hours Required for Certificate</b>	23	<b>Recommended Electives</b>	
		HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health	3
		As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.	
		HED 299 Special Topics/Stress Management	2
		WKO 107 WorkKeys Targeted Instruction	0-3
		<b>Total Hours Required for Degree</b>	70-74

## AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

The Air Conditioning and Refrigeration program offers students the training and skills needed to install, service, and repair refrigeration and air conditioning systems. The program covers the theory of refrigeration, heating, and air conditioning, equipment selection, sizing and installation. Theory and practical work are offered in refrigeration, air conditioning, heating, heat pumps, and special systems.

### ASSOCIATE IN APPLIED SCIENCE

	Semester Hours		Semester Hours
<b>Area I - Written Composition</b>	3	<b>General Education (Areas I-IV)</b>	12
ENG 101 English Composition I	3	COM 100 Introductory Technical English I or	
<b>Area II- Humanities and Fine Arts</b>	6	ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or		SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking	3	SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3	<b>Technical Concentration</b>	46
Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.		ORI 101 Orientation to College	1
<b>Area III - Natural Science or Mathematics</b>	9-10	ACR 111 Principles of Refrigeration	3
MTH 100 Intermediate College Algebra or		ACR 112 HVACR Service Procedures	3
MTH 116 Mathematical Applications	3	ACR 113 Refrigeration Piping Practices	3
CIS 146 Microcomputer Applications	3	ACR 119 Fundamentals of Gas Heating Systems	3
Computer Science, Math or Natural Science Elective	3-4	ACR 121 Principles of Electricity for HVACR	3
<b>Area IV - History, Social, and Behavioral Sciences</b>	3	ACR 122 HVACR Electric Circuits	3
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology.		ACR 123 HVACR Electrical Components	3
<b>Area V - Technical Concentration and Electives</b>	49-52	ACR 127 HVACR Electric Motors	3
ORI 101 Orientation to College	1	ACR 132 Residential Air Conditioning	3
ACR 111 Principles of Refrigeration	3	ACR 138 Customer Relations in HVAC	3
ACR 112 HVACR Service Procedures	3	ACR 147 Refrigerant Transition and Recovery	3
ACR 113 Refrigeration Piping Practices	3	ACR 148 Heat Pump Systems I	3
ACR 119 Fundamentals of Gas Heating Systems	3	ACR 149 Heat Pump Systems II	3
<b>Total Hours Required for Certificate</b>		ACR 192 Apprenticeship/Internship	3
		ACR 209 Commercial Air Conditioning Systems	3
		<b>Total Hours Required for Degree</b>	58

**SHORT-TERM CERTIFICATE**

	Semester Hours
<b>Technical Concentration</b>	<b>24</b>
ACR 111 Principles of Refrigeration	3
ACR 112 HVACR Service Procedures	3
ACR 113 Refrigeration Piping Practices	3
ACR 119 Fundamentals of Gas Heating Systems	3
ACR 121 Principles of Electricity for HVACR	3
ACR 122 HVACR Electric Circuits	3
ACR 123 HVACR Electrical Components	3
ACR 132 Residential Air Conditioning	3
<b>Total Hours Required for Short-Term Certificate</b>	<b>24</b>

**AUTO BODY REPAIR**

This curriculum is designed to instruct students in the repair of damaged bodies and body parts of motor vehicles such as automobiles and light trucks. On completion of this course of study, students can examine damaged vehicles to estimate cost of repairs, remove upholstery, accessories, electrical and hydraulic window-and-seat operating equipment, and trim to gain access to vehicle body and fenders. Students will acquire skills in straightening bent frames using hydraulic jacks and pulling devices. Students will also know how to straighten, file, grind, and sand repaired surfaces using power tools and hand tools, and to refinish repaired surfaces after performing body repairs.

**SHORT-TERM CERTIFICATE**

	Semester Hours
<b>Technical Concentration and Electives</b>	<b>24</b>
ABR 111 Non-Structural Repair	3
ABR 114 Non-Structural Panel Replacement	3
ABR 122 Surface Preparation	3
ABR 123 Paint Application and Equipment	3
ABR 151 Safety and Environmental Practices	3
ABR 154 Auto Glass and Trim	3
ABR 157 Automotive Plastic Repairs	3
Electives	3
<b>Recommended Electives</b>	
ABR 213 Automotive Structural Analysis:	3
ABR 214 Automotive Structural Repair	3
ABR 223 Automotive Mechanical Components:	3
ABR 281 Special Topics in Auto Body	3
ABR 293 Auto Body Repair Co-op	3
<b>Total Hours Required for Short-Term Certificate</b>	<b>24</b>

**AUTOMOTIVE MECHANICS**

This program provides instruction in the skills and technical knowledge needed to meet the entry level requirements of employment in the automotive field. Students develop an understanding of logical, step-by-step, diagnostic procedures, and repair according to manufacturers' recommendations. The automotive shop offers hands-on experience in disassembling,

inspecting, adjusting, and testing various types of engines. Students also learn about advanced technology found in emission controls, sensing devices, electronic fuel injection, and computer-controlled timing.

**CERTIFICATE**

	Semester Hours
<b>General Education (Areas I-IV)</b>	<b>12</b>
COM 100 Introductory Technical English I or ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<b>Technical Concentration and Electives</b>	<b>48</b>
ORI 101 Orientation to College	1
AUM 101 Fundamentals of Automotive Technology	3
AUM 110 Electrical and Electronic Systems I	3
AUM 121 Braking Systems	3
AUM 122 Steering and Suspension	3
AUM 124 Engine Repair I	3
AUM 130 Drivetrain and Axles	3
AUM 210 Electrical and Electronic Systems II	3
AUM 230 Auto Transmission and Transaxle	3
AUM 239 Engine Performance I	3
AUM 244 Engine Performance II	3
Electives	17
<b>Recommended Electives</b>	
AUM 133 Motor Vehicle Air Conditioning	3
AUM 181 Special Topics	1
AUM 182 Special Topics	2
AUM 191 Co-op	2
AUM 220 Engine Repair II	3
AUM 224 Manual Transmission	3
AUM 246 Automotive Emissions	3
AUM 281 Special Topics	3
AUM 291 Co-op	3
<b>Total Hours Required for Certificate</b>	<b>60</b>

**AUTOMOTIVE ELECTRICAL AND PERFORMANCE**

This program is designed to accommodate the student who does not desire to complete the entire program, but wants to specialize in one or more areas of automotive technology only. This program places emphasis on the training needed to have a working knowledge to troubleshoot, diagnose, and repair parts, components and systems related to automotive electrical, electronics and engine performance.

<b>SHORT-TERM CERTIFICATE</b>		<b>Semester Hours</b>	
<b>Technical Concentration and Electives:</b>	<b>24</b>		
AUM 101 Fundamentals of Automotive Technology	3		CAR 121 Introduction to Blueprint Reading
AUM 110 Electrical and Electronic Systems I	3		CAR 131 Roof and Ceiling Systems
AUM 121 Braking Systems	3		CAR 132 Interior and Exterior Finishing
AUM 133 Motor Vehicle Air Conditioning	3		CAR 133 Roof and Ceiling Systems Lab
AUM 210 Electrical and Electronic Systems II	3		Electives
AUM 239 Engine Performance	3		<b>Recommended Electives</b>
AUM 244 Engine Performance II	3		CAR 193 Internship in CAR
AUM 246 Automotive Emissions	3		CAR 203 Special Projects in CAR
<b>Total Hours Required for Certificate</b>	<b>24</b>		<b>Total Hours Required for Short-Term Certificate</b>

### **AUTOMOTIVE CHASSIS AND POWER TRAIN**

This course is designed to accommodate the student who does not desire to complete the entire program, but wants to specialize in one or more areas of automotive technology. This course places emphasis on the training needed to have a working knowledge to troubleshoot, diagnose and repair components and/or systems related to the automotive chassis and power train.

<b>SHORT-TERM CERTIFICATE</b>		<b>Semester Hours</b>	
<b>Technical Concentration</b>	<b>24</b>		
AUM 101 Fundamentals of Automotive Technology	3		
AUM 121 Braking Systems	3		
AUM 122 Steering and Suspension	3		
AUM 124 Engine Repair I	3		
AUM 130 Drivetrain and Axles	3		
AUM 220 Engine Repair II	3		
AUM 224 Manual Transmission	3		
AUM 230 Auto Transmission and Transaxle	3		
<b>Total Hours Required for Certificate</b>	<b>24</b>		

### **CARPENTRY**

This program is divided between classroom theory and shop practice. Course content consists of safety, use, and care of hand tools and power equipment, and the application of common building materials. Instruction includes foundations, exterior finishing, roof framing, blue-print reading, estimating materials, related mathematics and communications.

<b>SHORT-TERM CERTIFICATE</b>		<b>Semester Hours</b>	
<b>Technical Concentration and Electives</b>	<b>27</b>		
CAR 111 Construction Basics	3		
CAR 112 Floors, Walls, Site Prep	3		
CAR 113 Floors, Walls, Site Prep Lab	3		
CAR 114 Construction Basics Lab	3		
<b>Total Hours Required for Certificate</b>	<b>40</b>		

CAR 121 Introduction to Blueprint Reading	3
CAR 131 Roof and Ceiling Systems	3
CAR 132 Interior and Exterior Finishing	3
CAR 133 Roof and Ceiling Systems Lab	3
Electives	3
<b>Recommended Electives</b>	
CAR 193 Internship in CAR	3
CAR 203 Special Projects in CAR	3
<b>Total Hours Required for Short-Term Certificate</b>	<b>27</b>

### **CHILD DEVELOPMENT**

This program is designed to prepare students for employment in preschool programs. Graduates may be employed as aides, teachers or directors of private preschool programs.

<b>CERTIFICATE</b>		<b>Semester Hours</b>	
<b>General Education (Areas I-IV)</b>	<b>12</b>		
ENG 101 English Composition I	3		
SPH 106 Fundamentals of Oral Communication or			
SPH 107 Fundamentals of Public Speaking	3		
MTH 100 Intermediate College Algebra or			
more advanced mathematics	3		
CIS 146 Microcomputer Applications	3		
<b>Technical Concentration and Electives</b>	<b>28</b>		
ORI 101 Orientation to College	1		
CHD 201 Child Growth and Development Principles	3		
CHD 202 Children's Creative Experiences	3		
CHD 203 Children's Literature and Language			
Development	3		
CHD 204 Methods and Materials for Teaching			
Children	3		
CHD 205 Program Planning for Educating			
Young Children	3		
CHD 206 Children's Health and Safety	3		
CHD 210 Education Exceptional Young Children	3		
CHD 215 Supervised Practical Experience in			
Childhood Development	3		
Electives	3		
<b>Recommended Electives</b>			
CHD 100 Introduction to Early Care and			
Education of Children	3		
CDH 211 Child Development Seminar	2		
CHD 208 Administration of Child			
Development Programs	3		
CHD 209 Infant and Toddler Education Programs	3		
<b>Total Hours Required for Certificate</b>	<b>40</b>		

## CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL

Students interested in obtaining the 120 hours of formal training necessary for the Child Development Associate (CDA) credential may take the following courses.

	Semester Hours
CHD 100 Introduction to Early Care and Education of Children	3
CHD 204 Methods and Materials for Teaching Children	3
CHD 211 Child Development Seminar	2

The Child Development Associate Credential is not awarded by Shelton State Community College. It is awarded by the Council for Early Childhood Recognition in Washington, D.C. Information concerning the Council and the CDA credential may be obtained from the Associate Dean of Academic Services.

## COMMERCIAL ART

The Commercial Art program is designed to enhance and maximize artistic skills for persons who desire to work in this career.

## SHORT-TERM CERTIFICATE

	Semester Hours
<b>Technical Concentration</b>	<b>24</b>
CAT 118 Design Drawing	3
CAT 132 Basic Advertising Design	3
CAT 152 Digital Photography	3
CAT 184 Imaging I	3
CAT 232 Intermediate Advertising Design	3
CAT 275 Creative Illustrations	3
CAT 281 Special Topics in Commercial Art	3
CAT 282 Special Topics in Commercial Art	3
<b>Total Hours Required for Short-Term Certificate</b>	<b>24</b>

## COMMERCIAL FOOD SERVICE

Commercial Food Service classes incorporate fundamental quantity food preparation, basic nutrition and menu planning, and management training. It is specially designed to give the student both academic study as well as ample laboratory experience. Training will include selection and grading identification of meats, seafood, fruits, vegetables and staple items as well as various methods of preparation and service. Emphasis is given on convenience foods as they are currently marketed. Workplace communication and human relations are included as part of the training. A brief history of food service with projections and trends are covered. This program is designed to prepare the student for employment.

## SHORT-TERM CERTIFICATE

	Semester Hours
<b>Technical Concentration</b>	<b>24</b>
CFS 101 Orientation to Food Service Industry	3
CFS 110 Basic Food Preparation	3
CFS 111 Foundations in Nutrition	3
CFS 112 Sanitation Safety and Food Service	2
CFS 114 Meal Management	3
CFS 260 Internship for Commercial Food Service	3
Commercial Food Service Electives	7
<b>Recommended Electives</b>	
Students must select 7 hours in CFS courses.	
CFS 102 Catering	2
CFS 113 Table Service	2
CFS 132 Food Preparation & the Health Care Industry	3
CFS 141 Food Production for Special Operations	2
CFS 199 Healthy Cooking	1
CFS 201 Meat Preparation	2
CFS 204 Foundations in Baking	3
CFS 213 Food Purchasing and Cost Control	3
CFS 251 Menu Design	2
CFS 260 Internship in Commercial Food Service	3
CFS 299 Special Topics in Commercial Food Service	3
<b>Total Hours Required for Short-Term Certificate</b>	<b>24</b>

## COMPUTERIZED NUMERICAL CONTROL

Shelton State Community College has long been recognized as the state's center for training in numerical control. Using numerical control, automatic operation is achieved by means of numerical instructions expressed in computerized code and prepared in advance. Shop conditions simulate those found in industry, and students learn how to read blueprints, determine sequence of operations, make their own set-ups, choose the correct machine for the job, and produce a quality product efficiently. Prior training and experience as a machinist is required for admission to the CNC program. Students interested in entering the CNC program should contact the CNC instructor for admission requirements.

## ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
<b>Area I - Written Composition</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II - Humanities and Fine Arts</b>	<b>6</b>
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
<b>Fine Arts or Humanities Electives</b>	<b>3</b>
Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater	
<b>Area III - Natural Science or Mathematics:</b>	<b>9-10</b>
MTH 100 Intermediate College Algebra or	

Computer Science, MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.	3
Computer Science, Math or Natural Science Elective	3
<b>Area IV - History, Social, and Behavioral Sciences</b>	<b>3</b>
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology	
<b>Area V - Technical Concentration and Electives</b>	<b>46</b>
ORI 101 Orientation to College	1
CNC 101 Introduction to CNC	6
CNC 102 CNC Turning Operations	6
CNC 103 Manual Programming	6
CNC 104 CNC Milling Operations	6
CNC 215 Quality Control and Assurance	3
CNC 216 Quality Control II	3
CNC 217 Tooling and Machining Data	3
CNC 222 Computer Numerical Control Graphics Programming: Turning	3
CNC 223 Computer Numerical Control Graphics Programming: Milling	3
CNC 281 Special Topics in Computerized Numerical Control	3
Electives	3
<b>Recommended Electives</b>	
CNC 230 Computer Numerical Control Special Projects	3
EGR 125 Modern Graphics for Engineers	3
DDT 104 Basic Computer-Aided Drafting and Design	3
MTT 181 Special Topics in Machine Tool Technology	3
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.	3
HED 299 Stress Management	2
WKO 107 WorkKeys Targeted Instruction	0.3
<b>Total Hours Required for Degree</b>	<b>67.68</b>

### CERTIFICATE

General Education (Areas I-IV)	Semester Hours
COM 100 Introductory Technical English I or ENG 101 English Composition I	12
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3

CIS 146 Microcomputer Applications	3
<b>Technical Concentration and Electives</b>	<b>4</b>
ORI 101 Orientation to College	1
CNC 101 Introduction to CNC	6
CNC 102 CNC Turning Operations	6
CNC 103 Manual Programming	6
CNC 104 CNC Milling Operations	6
CNC 215 Quality Control and Assurance	3
CNC 216 Quality Control II	3
CNC 217 Tooling and Machining Data	3
CNC 222 Computer Numerical Control Graphics: Turning	3
CNC 223 Computer Numerical Control Graphics Programming: Milling	3
CNC 281 Special Topics in Computer Numerical Control	3
<b>Total Hours Required for Certificate</b>	<b>55</b>

### COSMETOLOGY

The Cosmetology program prepares students for careers in the professional care of hair, skin, and nails. In addition to the required year of training, students must complete all requirements and pass the Alabama Cosmetology Instructor Examination. During the training period, the student will learn the technical skills with state-of-the-art equipment and tools.

### CERTIFICATE

	Semester Hours
<b>General Education (Areas I-IV)</b>	<b>12</b>
COM 100 Introductory Technical English I or ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
<b>Technical Concentration and Electives</b>	<b>49</b>
ORI 101 Orientation to College	1
COS 111 Introduction to Cosmetology	3
COS 112 Introduction to Cosmetology Lab	3
COS 113 Theory of Chemical Services	3
COS 114 Chemical Services Lab	3
COS 115 Hair Coloring Theory	3
COS 116 Hair Coloring Lab	3
COS 117 Basic Spa Techniques	3
COS 118 Basic Spa Techniques Lab	3
COS 125 Career and Personal Development	3
COS 133 Salon Management Technology	3
COS 143 Specialty Hair Preparation Techniques	3
COS 144 Hair Shaping and Design	3
COS 158 Employability Skills	3
COS 167 State Board Review	3

COS 182 Special Topics	3
COS 191 CO-OP	3
<b>Total Hours Required for Certificate</b>	<b>61</b>

### COSMETOLOGY - AESTHETICS

Aesthetics courses prepare students for a career as an aesthetician performing preventative care of skin and offering treatments to keep skin healthy and attractive. This comprehensive program focuses on all aspects of skin care including the importance of skin analysis, skin structure, disease disorders, facial treatments and massage techniques. Students will learn both manual skills and electrical skills. After completing the required courses, students qualify to take the Alabama Board of Cosmetology Aesthetics Examination.

#### CERTIFICATE

	Semester Hours
<b>General Education (Areas I-IV)</b>	<b>12</b>
COM 100 Introductory Technical English I or ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<b>Technical Concentration</b>	<b>33</b>
ORI 101 Orientation to College	1
COS 125 Career and Personal Development	3
COS 134 Advanced Esthetics	3
COS 135 Advanced Esthetics Applications	3
COS 163 Facial Treatments	3
COS 164 Facial Machine	3
COS 165 Related Subjects Aesthetician	3
COS 168 Bacteriology and Sanitation	3
COS 169 Skin Functions	3
COS 181 Special Topics	3
COS 190 Internship in Cosmetology	3
<b>Total Hours Required for Certificate</b>	<b>42</b>

### COSMETOLOGY - INSTRUCTOR TRAINING

To enter this program a student must have a current manager's license and have at least one year's experience working in the field. At the end of two semesters, upon the completion of the courses listed below, the student will qualify to take the Alabama State Board Examination.

#### SHORT-TERM CERTIFICATE

	Semester Hours
<b>General Education (Areas I-IV)</b>	<b>6</b>
ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or	

SPH 107 Fundamentals of Public Speaking	3
<b>Technical Concentration</b>	<b>18</b>
CIT 211 Teaching and Curriculum Development	3
CIT 212 Teacher Mentorship	3
CIT 213 Lesson Plan Development	3
CIT 221 Lesson Plan Implementation	3
CIT 222 Instructional Materials and Methods	3
CIT 223 Instructional Materials and Methods Applications	3
<b>Total Hours Required for Short-Term Certificate</b>	<b>24</b>

### COSMETOLOGY - NAIL TECHNICIAN

Nail Technician courses prepare students for careers as professional nail technicians performing manicures, pedicures and artificial nail services. Students can earn a certificate and complete the Nail Technician program in eight months (two semesters). Classes are offered both fall and spring semesters. After completing the required courses, students qualify to take the Alabama Board of Cosmetology Nail Technician Examination.

#### SHORT-TERM CERTIFICATE

	Semester Hours
<b>Technical Concentration</b>	<b>21</b>
COS 125 Career and Personal Development	3
COS 151 Nail Care	3
COS 152 Nail Care Applications	3
COS 153 Nail Art	3
COS 154 Nail Art Applications	3
COS 162 Special Topics - Nail Technology	3
COS 191 CO-OP	3
<b>Total Hours Required for Short-Term Certificate</b>	<b>21</b>

### CULINARY ARTS

This program provides students with the opportunity to acquire a strong theoretical knowledge base, critical competencies, practical skills, and professional demeanor and behavior necessary to perform successfully and creatively in the culinary arts and food service industry. Topics include food selection and preparation, menu planning, meal management, and restaurant and food service operation.

#### ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
<b>Area I - Written Composition</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II- Humanities and Fine Arts</b>	<b>6</b>
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
<b>Fine Arts or Humanities Electives</b>	<b>3</b>
Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.	

<b>Area III - Natural Science or Mathematics</b>	<b>9-10</b>
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.</i>	
Computer Science, Math or Natural Science Elective	3-4
<b>Area IV - History, Social, and Behavioral Sciences</b>	<b>3</b>
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.	
<b>Area V - Technical Concentration and Electives</b>	<b>50</b>
ORI 101 Orientation to College	1
CUA 101 Orientation to Hospitality Profession	3
CUA 110 Basic Food Preparation	3
CUA 111 Foundations in Nutrition	3
CUA 112 Sanitation, Safety and Food Service	2
CUA 114 Meal Management	3
CUA 115 Advanced Food Preparation	3
CUA 120 Basic Food Preparation Lab	2
CUA 201 Meat Preparation and Processing	2
CUA 204 Foundations of Baking	3
CUA 205 Introduction to Garde Manger	3
CUA 213 Food Purchasing/Cost Control	3
CUA 260 Internship for Culinary Apprentice Electives	16
Students must select 16 hours in CUA courses.	
<b>Recommended Electives</b>	
CUA 102 Catering	2
CUA 113 Table Service	2
CUA 122 Fundamentals of Quantity Cooking	3
CUA 134 Culinary French	2
CUA 141 Food Production for Special Operations	2
CUA 181/182 Special Topics in Culinary Arts	2-3
CUA 183 Culinary Art Sculpture	3
CUA 202 Aromatic and Flavoring Combinations	3
CUA 203 Stocks and Sauces	3
CUA 206 Advanced Garde Manger	3
CUA 208 Advanced Baking	2
CUA 210 Beverage Management	2
CUA 214 International Cuisine	3
CUA 215 Regional Cuisines	3
CUA 220 Introduction to Patisserie	3
CUA 251 Menu Design	2
CUA 271 Management of Food and Beverage Service	2
Additional CUA 260 Internship	2-3
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health	3
<b>Total Hours Required for Degree</b>	<b>71-72</b>

## DIESEL MECHANICS

The Diesel Mechanics program trains students to remove, repair, install and maintain diesel engines that power heavy trucks, buses, boats, diesel-powered equipment and

construction equipment such as bulldozers, cranes, and diesel farm tractors. Principles of diesel engines are taught and reinforced in laboratory experiences using actual diesel equipment. Emphasis is on diesel engines, but all other components of equipment and gasoline engines are covered.

## CERTIFICATE

	Semester Hours
<b>General Education (Areas I-IV)</b>	<b>12</b>
COM 100 Introductory Technical English I or ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<b>Technical Concentration and Electives</b>	<b>43</b>
ORI 101 Orientation to College	1
DEM 104 Basic Engines	3
DEM 111 Equipment Safety/Mechanical Fundamentals	3
DEM 119 Bearings and Lubricants	3
DEM 122 Heavy Vehicle Brakes	3
DEM 123 Pneumatics and Hydraulics	3
DEM 124 Electronic Engine Systems	3
DEM 125 Heavy Vehicle Drive Trains	3
DEM 126 Advanced Engine Analysis	3
DEM 127 Fuel Systems	3
DEM 130 Electrical/Electronic Fundamentals	3
DEM 135 Heavy Vehicle Steering and Suspension	3
Electives (Selected from any technical program)	9
<b>Recommended Electives</b>	
DEM 110 Diesel Powered Auxiliary Equipment	3
DEM 114 Fluid Power Components	3
DEM 116 Track Vehicle Drive Trains	3
DEM 117 Diesel and Gas Tune-Up	3
DEM 118 Industrial and Agricultural Equipment	3
DEM 131 Computer Applications for Diesel Mechanics	3
DEM 134 Computer Controlled Engine and Power Train Systems	3
DEM 137 Heating and A/C Systems	
DEM 154 Vehicle Maintenance and Safe Operating Practices	3
DEM 158 Pneumatics and Hydraulics II	3
DEM 159 Heavy Vehicle Drive Trains II	3
DEM 170 Heavy Vehicle Air Brakes	3
DEM 181 Special Topics in Diesel Mechanics	3
DEM 182 Special topics in Diesel Mechanics	3
DEM 186 Special Projects in Commercial Vehicles	3
DEM 191 Special Projects in Diesel Mechanics	3
DEM 192 CO-OP Elective	3
<b>Total Hours Required for Certificate</b>	<b>55</b>

<b>SHORT-TERM CERTIFICATE</b>	
	Semester Hours
<b>Technical Concentration</b>	<b>24</b>
DEM 104 Basic Engines	3
DEM 111 Equipment Safety/Mechanical Fundamentals	3
DEM 119 Bearings and Lubricants	3
DEM 122 Heavy Vehicle Brakes	3
DEM 123 Pneumatics and Hydraulics	3
DEM 125 Heavy Vehicle Drive Trains	3
DEM 126 Advanced Engine	3
DEM 127 Fuel Systems	3
<b>Total Hours Required for Short-Term Certificate</b>	<b>24</b>

## DRAFTING TECHNOLOGY

The Drafting program prepares students for careers as draftsmen in engineering related trades or as technicians who link the skilled worker and the engineer or architect. Instruction includes fundamentals of drafting, orthographic projection, multi-view drawing, dimensioning, and pictorial drawing. The program also emphasizes engineering production drafting, machine drafting, structural steel detailing, industrial pipe drafting, civil and map drafting, and architectural drafting. Students will also receive training on the latest computer-aided drafting software by AutoCAD and others.

## ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
<b>Area I - Written Composition</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II - Humanities and Fine Arts</b>	<b>6</b>
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.	
<b>Area III - Natural Science or Mathematics</b>	<b>9-10</b>
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.	
Computer Science, Math or Natural Science Elective	3-4
<b>Area IV - History, Social, and Behavioral Sciences</b>	<b>3</b>
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology	
<b>Area V - Technical Concentration and Electives</b>	<b>52</b>
ORI 101 Orientation to College	1
DDT 104 Introduction to Computer Aided Drafting and Design	3
DDT 111 Fundamentals of Drafting and	

Design Technology	3
DDT 122 Advanced Technical Drawing	3
DDT 124 Intro to Technical Drawing	3
DDT 127 Intermediate and Computer Aided Drafting and Design	3
DDT 128 Intermediate Technical Drawing	3
DDT 131 Machine Drafting Basics	3
DDT 132 Architectural Drafting	3
DDT 134 Descriptive Geometry	3
DDT 150 Theory of Residential Drafting and Design	3
DDT 213 Civil Drafting, Plat Maps	3
DDT 214 Pipe Drafting	3
DDT 225 Structural Steel Drafting	3
DDT 231 Advanced CAD	3
Electives	9
<b>Recommended Electives</b>	
DDT 118 Basic Electrical Drafting	3
DDT 130 Fundamentals of Drafting for Related Trades	3
DDT 133 Basic Surveying	3
DDT 181 Special Topics in Drafting and Design Technology	3
DDT 182 Special Topics in Drafting and Design Technology	3
DDT 191 Drafting Internship	1
DDT 192 Drafting Internship	2
DDT 193 Drafting Internship	3
DDT 211 Intermediate Machine Drafting	3
DDT 215 Geometric Dimensioning and Tolerancing	3
DDT 221 Advanced Machine Drafting	3
DDT 222 Advanced Architectural Drafting	3
DDT 226 Technical Illustration	3
DDT 233 Three Dimensional Modeling	3
DDT 237 Current Topics in CAD	3
DDT 238 Special Topics in CAD	3
DDT 239 Independent Studies	1-4
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health	3
As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.	
HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction	0-3
<b>Total Hours Required for Degree</b>	<b>73-74</b>

## CERTIFICATE

	Semester Hours
<b>General Education (Areas I-IV)</b>	<b>12</b>
COM 100 Introductory Technical English I or ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3

MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3	Drafting and Design	3
CIS 146 Microcomputer Applications	3	DDT 111 Fundamentals of Drafting and Design Technology	3
<b>Technical Concentration and Electives</b>	<b>46</b>	DDT 124 Introduction to Technical Drawing	3
ORI 101 Orientation to College	1	DDT 127 Intermediate Computer Aided Drafting and Design	3
DDT 104 Introduction to Computer Aided Drafting and Design	3	DDT 128 Intermediate Technical Drawing	3
DDT 111 Fundamentals of Drafting and Design Technology	3	DDT 134 Descriptive Geometry	3
DDT 122 Advanced Technical Drawing	3	DDT Electives	6
DDT 124 Introduction to Technical Drawing	3	<b>Recommended Electives</b>	
DDT 127 Intermediate Computer Aided Drafting and Design	3	DDT 118 Basic Electrical Drafting	3
DDT 128 Intermediate Technical Drawing	3	DDT 122 Advanced Technical Drawing	3
DDT 131 Machine Drafting Basics	3	DDT 131 Machine Drafting Basics	3
DDT 132 Architectural Drafting	3	DDT 132 Architectural Drafting	3
DDT 134 Descriptive Geometry	3	DDT 133 Basic Surveying	3
DDT 150 Theory of Residential Drawing and Design	3	DDT 134 Descriptive Geometry	3
DDT 213 Civil Drafting, Plat Maps	3	DDT 150 Theory of Residential Drawing and Design	3
DDT 214 Pipe Drafting	3	DDT 181 Special Topics in Drafting and Design Technology	3
DDT 225 Structural Steel Drafting	3	DDT 212 Intermediate Architectural Drafting	3
DDT 231 Advanced CAD	3	DDT 213 Civil Drafting, Plat Maps	3
Elective	3	DDT 214 Pipe Drafting	3
<b>Recommended Electives</b>		DDT 225 Structural Steel Drafting	3
DDT 115 Blueprint Reading for Machinists	3	DDT 231 Advanced CAD	3
DDT 116 Blueprint Reading for Construction	3	<b>Total Hours Required for Short-Term Certificate</b>	<b>24</b>
DDT 118 Basic Electrical Drafting	3		
DDT 130 Fundamentals of Drafting for Related Trades	3		
DDT 133 Basic Surveying	3		
DDT 181 Special Topics in Drafting and Design Technology	3		
DDT 182 Special Topics in Drafting and Design Technology	3		
DDT 191 Drafting Internship	1		
DDT 192 Drafting Internship	2		
DDT 193 Drafting Internship	3		
DDT 211 Intermediate Machine Drafting	3		
DDT 212 Intermediate Architectural Drafting	3		
DDT 215 Geometric Dimensioning and Tolerancing	3		
DDT 221 Advanced Machine Drafting	3		
DDT 222 Advanced Architectural Drafting	3		
DDT 233 Three Dimensional Modeling	3		
DDT 237 Current Topics in CAD	3		
DDT 238 Special Topics in CAD	3		
DDT 239 Independent Studies	1-4		
<b>Total Hours Required for Certificate</b>	<b>58</b>		

**SHORT-TERM CERTIFICATE**

Technical Concentration and Electives	Semester Hours
DDT 104 Introduction to Computer Aided	24

<b>ELECTRICAL TECHNOLOGY</b>	
The Electrical Technology program teaches the theories and principles of the operation of electrical appliances, equipment, and machines; the installation and maintenance of motors, transformers, industrial controls, and programmable logic controllers; and preparation for journeyman electrician examination. A variety of related laboratory projects allow students to put into practice the knowledge and skills gained. Projects requiring interpretation of the National Electrical Code for correct installation and material use will be assigned to test proficiency in this area of instruction.	
<b>ASSOCIATE IN APPLIED SCIENCE</b>	
	Semester Hours
<b>Area I - Written Composition</b>	3
ENG 101 English Composition I	3
<b>Area II - Humanities and Fine Arts</b>	6
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives <i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	3
<b>Area III - Natural Science or Mathematics</b>	9-10
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the integration of</i>	

<i>computer proficiencies within a required discipline-specific course.</i>	
Computer Science, Math or Natural Science	
Elective	3-4
<b>Area IV - History, Social, and Behavioral Sciences</b>	<b>3</b>
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.	
<b>Area V - Technical Concentration and Electives</b>	<b>53</b>
ORI 101 Orientation to College	1
ELT 110 Wiring Methods	3
ELT 111/ILT 106 Concepts of Direct Current	5
ELT 112/ILT 107 Concepts of Alternating Current	5
ELT 114 Residential Wiring Methods	3
ELT 115 Residential Wiring Methods II	3
ELT 117 AC/DC Machines	3
ELT 118 Commercial Industrial Wiring	3
ELT 209 Motor Controls I	3
ELT 212 Motor Control II	3
ELT 221 Electronics for Electricians	3
ELT 231 Introduction to Programmable Controllers	3
ELT 241 National Electric Code	3
Electives	6
<b>Recommended Electives</b>	
ELT 181 Special Topics in ELT Technology	3
ELT 192 Practicum/Intern/CO-OP	1
ELT 193 Practicum/Intern/CO-OP	2
ELT 194 Practicum/Intern/CO-OP	3
ELT 242 Journeyman/Master Prep Exam	3
ELT 243 Electrical Cost Estimating	3
ELT 244 Conduit Bending and Installation	3
<b>Total Hours Required for Certificate</b>	<b>56</b>
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Ecological Approach to Health and Fitness or HED 221 Personal Health	3
HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction	0.3
<b>Total Hours Required for Degree</b>	<b>75</b>

## CERTIFICATE

	Semester Hours
<b>General Education (Areas I-IV)</b>	<b>12</b>
COM 100 Introductory Technical English I or ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3

<b>Technical Concentration and Electives</b>	<b>44</b>
ORI 101 Orientation to College	1
ELT 111/ILT 106 Concepts of Direct Current	5
ELT 112/ILT 107 Concepts of Alternating Current	5
ELT 110 Wiring Methods	3
ELT 114 Residential Wiring Methods	3
ELT 115 Residential Wiring Methods II	3
ELT 117 AC/DC Machines	3
ELT 118 Commercial Industrial Wiring	3
ELT 209 Motor Controls I	3
ELT 212 Motor Control II	3
ELT 221 Electronics for Electricians	3
ELT 231 Introduction to Programmable Controllers	3
ELT 241 National Electric Code	3
Electives	6
<b>Recommended Electives</b>	
ELT 122 Advanced AC/DC Machines	3
ELT 181 Special Topics in ELT Technology	3
ELT 192 Practicum/Intern/CO-OP	1
ELT 193 Practicum/Intern/CO-OP	2
ELT 194 Practicum/Intern/CO-OP	3
ELT 206 OSHA Safety Standards	3
ELT 242 Journeyman/Master Prep Exam	3
ELT 243 Electrical Cost Estimating	3
ELT 244 Conduit Bending and Installation	3
<b>Total Hours Required for Certificate</b>	<b>56</b>

## SHORT-TERM CERTIFICATE

	Semester Hours
<b>Technical Concentration</b>	<b>22</b>
ELT 111/ILT 106 Concepts of Direct Current	5
ELT 112/ILT 107 Concepts of Alternating Current	5
ELT 110 Wiring Methods	3
ELT 114 Residential Wiring Methods	3
ELT 115 Residential Wiring Methods II	3
ELT 241 National Electric Code	3
<b>Total Hours Required for Short-Term Certificate</b>	<b>22</b>

## FIRE SCIENCE

This program is designed primarily to serve individuals in the fire service, either career or volunteer. The institutional objective is to provide educational experiences so the individual fire fighters can secure the skills and knowledge necessary to significantly enhance their abilities and capabilities as effective administrators and managers in the fire and emergency service.

## SHORT-TERM CERTIFICATE

	Semester Hours
<b>Technical Concentration and Electives</b>	<b>24</b>
FSC 101 Introduction to the Fire Service	3
FSC 200 Fire Combat Tactics and Strategy	3
FSC 210 Building Construction for the Fire Service	3

FSC 240 Fire Cause Determination	3
FSC 292 Elements of Supervision/ Fire Service Supervision	3
Electives	9
<b>Recommended Electives</b>	
FSC 103 Hazardous Materials I	3
FSC 104 Hazardous Materials II	3
FSC 105 Chemistry for the Fire Service	3
FSC 111 Fire Hydraulics	3
FSC 120 Fire Hazards	3
FSC 130 Introduction to Fire Suppression	3
FSC 205 Fire Instructor I	3
FSC 206 Fire Instructor II	3
FSC 207 Fire Instructor III	3
FSC 211 Building Construction and Related Codes	3
FSC 220 Fire Extinguishment Agents	3
FSC 230 The ISO (AIA) Standards	3
FSC 235 Breathing Apparatus Specialist	3
FSC 241 Arson Investigation	3
FSC 250 Fire Prevention Inspection	3
FSC 260 Special Service Hazards	3
FSC 270 Fire Protection Systems	3
FSC 280 Fire Apparatus and Equipment	3
FSC 285 Industrial Fire Protection	3
FSC 293 Fire Service Administration	3
FSC 294 Fire Department Management	3
FSC 297 Selected Topics in Fire Service Operations	3
FSC 299 Legal Aspects of the Fire Service	3
<b>Total Hours Required for Certificate</b>	<b>24</b>

## FUNERAL SERVICE EDUCATION

This degree is offered through a linkage with Jefferson State Community College in Birmingham, Ala. A student may complete the general education component of this program at Shelton State Community College and then transfer to Jefferson State and complete the degree. Acceptance into the program will be through application to Jefferson State. The degree is awarded by Jefferson State Community College. Students who wish to transfer into the Jefferson State Funeral Service Education program should consult with the Shelton State Community College Counseling Center. Students should consult the Jefferson State Community College Web site, jeffstateonline.com, or call 800-239-5900.

	Semester Hours
<b>Area I - Written Composition</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II- Humanities and Fine Arts</b>	<b>6</b>
SPH 106 Fundamentals of Speech Communications or SPH 107 Fundamentals of Public Speaking	3
Humanities Elective	3
<i>Choose from Area II STARS Approved Course List.</i>	
<b>Area III - Natural Science or Mathematics</b>	<b>3</b>
MTH 100 Intermediate College Algebra or	

MTH 110 Finite Mathematics	3
<b>Area IV - History, Social, and Behavior Science</b>	<b>3</b>
PSY 200 General Psychology or SOC 200 Introduction to Sociology	3
<b>Total Hours</b>	<b>15</b>

## INDUSTRIAL ELECTRONICS TECHNOLOGY

The Industrial Electronics program prepares students for a career as an electronic technician. Technicians are involved in all phases of industrial and commercial installation, service, and repair of today's modern equipment. Students will learn about many areas of electronics including basic electronics, solid-state devices, pulse and switching circuits, computers, robotics, communications, tools and test equipment. Students can become a certified technician after successfully completing the course.

## ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
<b>Area I - Written Composition</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II- Humanities and Fine Arts</b>	<b>6</b>
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
<b>Area III - Natural Science or Mathematics</b>	<b>9-10</b>
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.</i>	
Computer Science, Math or Natural Science Elective	3-4
<b>Area IV - History, Social, and Behavioral Sciences</b>	<b>3</b>
<i>Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.</i>	
<b>Area V - Technical Concentration and Electives</b>	<b>54</b>
ORI 101 Orientation to College	1
ILT 100 Applied Electronic Computations	3
ILT 106/ELT 111 Concepts of Direct Current	5
ILT 107/ELT 112 Concepts of Alternating Current	5
ILT 111 Concepts of Solid State Electronics	5
ILT 112 Concepts of Digital Electronics	5
ILT 113 Concepts of Electronic Circuits	5
ILT 164 Circuit Fabrications I	1
ILT 169 Hydraulics and Pneumatics	3
ILT 194 Introduction to Programmable Logic Controllers	3
ILT 197 Motor Controls I	3
ILT 216 Industrial Robotics	3
ILT 217 Industrial Robotics Lab	2

ILT 271 Independent Study	2	ILT 111 Concepts of Solid State Electronics	5
ILT 276 Elements of Industrial Control II	3	ILT 112 Concepts of Digital Electronics	5
ILT 277 Elements of Industrial Control II Lab	2	ILT 113 Concepts of Electronic Circuits	5
Electives	3	ILT 164 Circuit Fabrications	1
<b>Recommended Electives</b>		ILT 169 Hydraulics and Pneumatics	3
ILT 115 Advanced Industrial Controls	3	ILT 194 Introduction to Programmable Logic Controllers	3
ILT 116 Advanced Industrial Controls Lab	2	ILT 197 Motor Controls I	3
ILT 148 Automatic Control Systems	3	ILT 216 Industrial Robotics	3
ILT 149 Automatic Control Systems Lab	2	ILT 217 Industrial Robotics Lab	2
ILT 167 AC/DC Machinery and Controls I	3	ILT 271 Independent Study	2
ILT 176 Elements of Industrial Controls I	3	Electives	2
ILT 177 Elements of Industrial Controls I Lab	2	<b>Recommended Electives</b>	
ILT 180 Special Topics	3	ILT 115 Advanced Industrial Controls	3
ILT 195 Troubleshooting Techniques I	3	ILT 116 Advanced Industrial Controls Lab	2
ILT 196 Advanced Programmable Logic Controllers	3	ILT 148 Automatic Control Systems	3
ILT 200 Survey of Various PLC Manufacturers	3	ILT 149 Automatic Control Systems Lab	2
ILT 251 RF Communications	3	ILT 167 AC/DC Machinery and Controls I	3
ILT 252 Digital Communications	3	ILT 176 Elements of Industrial Controls I	3
ILT 262 Certification Preparation	3	ILT 177 Elements of Industrial Controls I Lab	2
ILT 280 Special Topics	3	ILT 180 Special Topics	3
ILT 281 Special Topics for Industrial Electronics I	3	ILT 195 Troubleshooting Techniques I	3
ILT 282 Special Topics for Industrial Electronics II	3	ILT 196 Advanced Programmable Logic Controllers	3
ILT 289 Cooperative Education	1	ILT 200 Survey of Various PLC Manufacturers	3
ILT 290 Cooperative Education	2	ILT 251 RF Communications	3
ILT 291 Cooperative Education	3	ILT 252 Digital Communications	3
ILT 292 Cooperation Education	3	ILT 262 Certification Preparation	3
ILT 293 Cooperation Education	3	ILT 280 Special Topics	3
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health	3	ILT 281 Special Topics for Industrial Electronics I	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>			
HED 299 Special Topics/Stress Management	2	ILT 282 Special Topics for Industrial Electronics II	3
WKO 107 WorkKeys Targeted Instruction	0-3	ILT 289 Cooperative Education	1
<b>Total Hours Required for Degree</b>	<b>75-76</b>	ILT 290 Cooperative Education	2
		ILT 291 Cooperative Education	3
		ILT 292 Cooperation Education	3
		ILT 293 Cooperation Education	3
		<b>Total Hours Required for Certificate</b>	<b>60</b>

### CERTIFICATE

	Semester Hours
<b>General Education (Areas I-IV)</b>	12
COM 100 Introductory Technical English I or ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<b>Technical Concentration and Electives</b>	<b>48</b>
ORI 101 Orientation to College	1
ILT 100 Applied Electronic Computations	3
ILT 106/ELT 111 Concepts of Direct Current	5
ILT 107/ELT 112 Concepts of Alternating Current	5

### SHORT-TERM CERTIFICATE

	Semester Hours
<b>Technical Concentration</b>	<b>25</b>
ILT 100 Applied Electronic Computations	3
ILT 106/ELT 111 Concepts of Direct Current	5
ILT 107/ELT 112 Concepts of Alternating Current	5
ILT 111 Concepts of Solid State Electronics	5
ILT 113 Concepts of Electronic Circuits	5
ILT 271 Independent Study	2
<b>Total Hours Required for Short-Term Certificate</b>	<b>25</b>

## INDUSTRIAL MAINTENANCE TECHNOLOGY

The Industrial Maintenance Technology program provides students with a broad knowledge base in a variety of areas related to industrial maintenance. This program offers a technology and skills update in maintenance courses for those with previous manufacturing or maintenance experience and/or other technical training.

### SHORT-TERM CERTIFICATE

	Semester Hours
<b>Technical Concentration and Electives</b>	<b>27</b>
INT 117 Principles of Industrial Mechanics	3
INT 118 Fundamentals of Industrial Hydraulics and Pneumatics	3
INT 126 Preventive Maintenance	3
INT 127 Principles of Industrial Pumps and Piping Systems	3
INT 221 DC Fundamentals	3
INT 223 AC Fundamentals	3
INT 234 Principles of Industrial Maintenance, Welding and Metal Cutting Techniques	3
Electives	6
Electives to be chosen from ILT, ELT, MTT, DDT, WDT, and ACR	0-3
<b>Total Hours Required for Short-Term Certificate</b>	<b>27</b>

## MACHINE TOOL TECHNOLOGY

This program prepares students for positions such as machinist apprentice, maintenance machinist, machine tool operator, and general machinist. Machinists use stationary, power-driven devices to shape or form engineered materials to precise measurements. This precision makes possible the production of thousands of identical parts which may be easily interchanged in the assembly or repair of final products. Shelton's machine tool program teaches students how to set up and operate the various types of machines common to industry.

### ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
<b>Area I - Written Composition</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II- Humanities and Fine Arts</b>	<b>6</b>
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.	
<b>Area III - Natural Science or Mathematics</b>	<b>9-10</b>
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3

or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.
Computer Science, Math or Natural Science Elective
3-4
<b>Area IV - History, Social, and Behavioral Sciences</b>
3
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.
<b>Area V - Technical Concentration and Electives</b>
<b>43-46</b>
ORI 101 Orientation to College
1
MTT 100 Machining Technology I
6
MTT 103 Machining Technology II
6
MTT 107 Machining Calculations I
3
MTT 108 Machinist Handbook Functions I
3
MTT 121 Basic Blueprint Reading for Machinists
3
MTT 127 Metrology
3
MTT 129 Lathe Operations
6
MTT 136 Milling Operations
6
MTT 146 Precision Grinding Machines I
6
Electives
0-3
<b>Recommended Electives</b>
CNC 230 Special Topics in Computerized Numerical Control
3
DDT 104 Basic Computer-Aided Drafting
3
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health
3
As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.
HED 299 Special Topics/Stress Management
2
MTT 281 Special Topics in Machine Tool Technology
3
MTT 291 Cooperative Education in Machine Tool Technology
3
WKO 107 WorkKeys Targeted Instruction
0-3
<b>Total Hours Required for Degree</b>
<b>64-67</b>

## CERTIFICATE

	Semester Hours
<b>General Education (Areas I-IV)</b>	<b>12</b>
COM 100 Introductory Technical English I or ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<b>Technical Concentration</b>	<b>43</b>
ORI 101 Orientation to College	1
MTT 100 Machining Technology I	6
MTT 103 Machining Technology II	6
MTT 107 Machining Calculations I	3

MTT 108 Machinist Handbook Functions I	3
MTT 121 Basic Blueprint Reading for Machinists	3
MTT 127 Metrology	3
MTT 129 Lathe Operations	6
MTT 136 Milling Operations	6
MTT 146 Precision Grinding Machines I	6
<b>Total Hours Required for Certificate</b>	<b>43</b>

### SHORT-TERM CERTIFICATE

	Semester Hours
<b>Technical Concentration and Electives</b>	<b>24</b>
MTT 100 Machining Technology I	6
MTT 121 Basic Blueprint Reading for Machinists	3
MTT 127 Metrology	3
MTT 129 Lathe Operations	6
MTT 136 Milling Operations	6
<b>Total Hours Required for Short-Term Certificate</b>	<b>24</b>

### MANAGEMENT AND SUPERVISION CHILD CARE

This curriculum guide is a variation of the management and supervision degree designed for students who wish to own, direct, or manage child care facilities.

### ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
<b>Area I - Written Composition</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II- Humanities and Fine Arts</b>	<b>6</b>
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.	
<b>Area III - Natural Science or Mathematics</b>	<b>9-10</b>
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.	
Computer Science, Math or Natural Science Elective	3-4
<b>Area IV - History, Social, and Behavioral Sciences</b>	<b>3</b>
ECO 232 Principles of Microeconomics or Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology	3
<b>Area V - Technical Concentration and Electives</b>	<b>40</b>
ORI 101 Orientation to College	1
BUS 100 Introduction to Business	3
BUS 215 Business Communications	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3

BUS 263 Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
BUS 285 Principles of Marketing	3
Electives	18

### Recommended Electives.

Students must choose 15 credit hours in CHD courses.

Students who wish to specialize in child care  
should consider the following courses:

CHD 100 Introduction to Early Care and Education of Children	3
CHD 201 Child Growth and Development Principles	3
CHD 202 Children's Creative Experiences	3
CHD 203 Children's Literature and Language Development	3
CHD 204 Methods and Materials for Teaching Children	3
CHD 205 Program Planning for Educating Young Children	3
CHD 206 Children's Health and Safety	3
CHD 208 Administration of Child Development Programs	3
CHD 209 Infant and Toddler Education Programs	3
CHD 210 Educating Exceptional Children	3
CHD 215 Supervised Practical Experience in Childhood Development	3
ECO 232 Principles of Microeconomics	3
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health	3
As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.	
HED 299 Special Topics/Stress Management	2
WKO 107 Workplace Skills Preparation	1
<b>Total Hours Required for Degree</b>	<b>61-62</b>

### MANAGEMENT AND SUPERVISION GENERAL BUSINESS

This curriculum is designed to be a two year terminal degree which prepares students for a career in business with emphasis on small business or small office environment. This course of study is designed to provide a basic background in the various aspects of business with flexibility for the student to specialize in areas of interest.

### ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
<b>Area I - Written Composition</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II- Humanities and Fine Arts</b>	<b>6</b>
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3

<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
<b>Area III - Natural Science or Mathematics</b>	<b>9-10</b>
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.</i>	
Computer Science, Math or Natural Science Elective	3-4
<b>Area IV - History, Social, and Behavioral Sciences</b>	<b>3</b>
ECO 232 Principles of Microeconomics or	
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.	3
<b>Area V - Technical Concentration and Electives</b>	<b>40</b>
ORI 101 Orientation to College	1
BUS 100 Introduction to Business	3
BUS 215 Business Communications	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 263 Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
BUS 285 Principles of Marketing	3
Electives	18
<b>Recommended Electives Students must select a minimum of 15 credit hours in BUS, ECO, RLS or CIS courses.</b>	
BUS 186 Elements of Supervision	3
BUS 189 Human Relationships	3
BUS 276 Human Resources Management	3
BUS 279 Small Business Management	3
RLS 101 Real Estate Principles	4
HED 199 Ecological Approach to Health and Fitness or	
HED 221 Personal Health:	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction:	0-3
<b>Total Hours Required for Degree</b>	<b>61-62</b>

## MANAGEMENT AND SUPERVISION INFORMATION TECHNOLOGY

This curriculum guide is designed for students who would like to learn the terminology and the concepts of business and combine these skills with a general background in computer software typically found on most personal computers. Graduates of this program would be able to perform basic spreadsheet tasks, very basic network functions, some basic Web design and maintenance as well as being able to handle other functions typically needed in a general business environment.

## ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
<b>Area I - Written Composition</b>	3
ENG 101 English Composition I	3
<b>Area II-Humanities and Fine Arts</b>	6
SPH 106 Fundamentals of Oral Communication or	
SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
<b>Area III - Natural Science or Mathematics</b>	<b>9-10</b>
MTH 100 Intermediate College Algebra or	
MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.</i>	
Computer Science, Math or Natural Science Elective	3-4
<b>Area IV - History, Social, and Behavioral Sciences</b>	<b>3</b>
ECO 232 Principles of Microeconomics or	
Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology	3
<b>Area V - Technical Concentration and Electives</b>	<b>40</b>
ORI 101 Orientation to College	1
BUS 100 Introduction to Business	3
BUS 215 Business Communications	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 263 Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
BUS 285 Principles of Marketing	3
CIS 117 Database Management Software Applications	3
CIS 203 Introduction to the Information Highway	3
CIS 286 Computerized Management Information Systems	3
CIS 299 Directed Studies in Computer Science	3
Electives	6
<b>Recommended Electives. Students must select a minimum of 3 credit hours from any BUS or CIS courses.</b>	
HED 199 Ecological Approach to Health and Fitness or	
HED 221 Personal Health	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction:	0-3
<b>Total Hours Required for Degree</b>	<b>61-62</b>

## MANAGEMENT AND SUPERVISION PARALEGAL

This curriculum guide is a variation of the Management and Supervision degree designed for students interested in performing paralegal functions for small law firms.

### ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
<b>Area I – Written Composition</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II- Humanities and Fine Arts</b>	<b>6</b>
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.	
<b>Area III – Natural Science or Mathematics</b>	<b>9-10</b>
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.	
Computer Science, Math or Natural Science Elective	3-4
<b>Area IV – History, Social, and Behavioral Sciences</b>	<b>3</b>
ECO 232 Principles of Microeconomics or Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology	3
<b>Area V – Technical Concentration and Electives</b>	<b>40</b>
ORI 101 Orientation to College	1
BUS 100 Introduction to Business	3
BUS 215 Business Communications	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 263 Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
BUS 285 Principles of Marketing	3
PRL 101 Introduction to Paralegal Studies	3
PRL 102 Basic Legal Research and Writing	3
PRL 103 Advanced Legal Research and Writing	3
PRL 262 Civil Law and Procedures	3
Electives	6
<b>Recommended Electives</b>	
<b>Students must select a minimum of three (3) credit hours from any PRL or RLS courses</b>	
RLS 101 Real Estate Principles	3
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health:	3
As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.	
HED 299 Special Topics/Stress Management	2

WKO 107 WorkKeys Targeted Instruction:	0-3
<b>Total Hours Required for Degree</b>	<b>61-62</b>

## MANAGEMENT AND SUPERVISION PROGRAMMING AND NETWORKING

This curriculum guide is a variation of the management and supervision degree designed for students who need an understanding of the terminology and concepts of business along with a background in some basic computer science programming. Graduates of this program would be able to perform functions for small business such as basic Web design, some customs programming and basic network problem-solving as well as being able to handle other functions typically needed in a general business environment.

### ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
<b>Area I - Written Composition</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II- Humanities and Fine Arts</b>	<b>6</b>
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.	
<b>Area III - Natural Science or Mathematics</b>	<b>9-10</b>
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.	
Computer Science, Math or Natural Science Elective	3-4
<b>Area IV - History, Social, and Behavioral Sciences</b>	<b>3</b>
ECO 232 Principles of Microeconomics or Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology	3
<b>Area V - Technical Concentration and Electives</b>	<b>40</b>
ORI 101 Orientation to College	1
BUS 100 Introduction to Business	3
BUS 215 Business Communications	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 263 Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
BUS 285 Principles of Marketing	3
Electives	18
<b>Recommended Electives</b>	
CIS 191 Introduction to Computer Programming Concepts	3
CIS 193 Introduction to Computer Programming Concepts Lab	1
CIS 203 Introduction to the Information Highway	3

CIS 212 Visual Basic Programming	3
CIS 273 Introduction to Networking Communication	3
CIS 286 Computerized Management Information Systems	3
CIS 299 Directed Studies in Computer Science	3
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health:	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction	0-3
<b>Total Hours Required for Degree</b>	<b>61-62</b>

## MANAGEMENT AND SUPERVISION WELLNESS AND FITNESS MANAGEMENT

This curriculum guide is a variation of the Management and Supervision degree designed for students interested in the management of wellness and fitness facilities.

### ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
<b>Area I - Written Composition</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II- Humanities and Fine Arts</b>	<b>6</b>
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
<b>Area III - Natural Science or Mathematics</b>	<b>9-10</b>
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.</i>	
Computer Science, Math or Natural Science Elective	3-4
<b>Area IV - History, Social, and Behavioral Sciences</b>	<b>3</b>
ECO 232 Principles of Microeconomics or Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology	3
<b>Area V - Technical Concentration and Electives</b>	<b>40</b>
ORI 101 Orientation to College	1
BUS 100 Introduction to Business	3
BUS 215 Business Communications	3
BUS 241 Principles of Accounting I	3
BUS 263 Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
BUS 285 Principles of Marketing	3
Electives	21

### Recommended Electives

Students must choose nine (9) hours in BUS courses, six (6) hours in REC courses, three (3) hours in HED courses, and three (3) hours in PED courses from the following list:

BUS 186 Elements of Supervision	3
BUS 189 Human Relationships	3
BUS 279 Small Business Management	3
HED 199 Ecological Approach to Health and Fitness	3
HED 221 Personal Health	3
HED 231 First Aid	3
HED 299 Special Topics/Stress Management	2
PED Electives	3
REC 231 Health and Fitness Club Management	3
REC 232 Health and Fitness Club Management Internship	3
WKO 107 WorkKeys Targeted Instruction:	0-3
<b>Total Hours Required for Degree</b>	<b>61-62</b>

## OFFICE ADMINISTRATION BOOKKEEPING/ACCOUNTING

This concentration is designed so that office administration graduates may be able to specialize in operations of the business office of typical businesses.

### ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
<b>Area I - Written Composition</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II-Humanities and Fine Arts</b>	<b>6</b>
SPH 106 Fundamentals of Oral Communications or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
<b>Area III – Natural Science or Mathematics</b>	<b>9-10</b>
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>Or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.</i>	
Computer Science, Math or Natural Science Elective	3-4
<b>Area IV – History, Social, and Behavioral Sciences</b>	<b>3</b>
ECO 232 Principles of Microeconomics or Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology	3
<b>Area V – Technical Concentration and Electives</b>	<b>46</b>
43 hours if one of the listed OAD classes is taken as CIS for Area III	
ORI 101 Orientation to College	1
OAD 101 Beginning Keyboarding	3
OAD 103 Intermediate Keyboarding	3

OAD 125 Word Processing (also available as CIS 196A)	3	CIS 146 Microcomputer Applications <i>or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.</i>	3
OAD 126 Advanced Word Processing (also available as CIS 196B)	3	Computer Science, Math or Natural Science	
OAD 131 Business English	3	Elective	3-4
OAD 133 Business Communications	3		
OAD 137 Computerized Financial Record Keeping	3	<b>Area IV - History, Social, and Behavioral Sciences</b>	3
OAD 138 Records and Information Management	3	ECO 232 Principles of Microeconomics or Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology	3
OAD 232 The Computerized OFFICE (also available as CIS196D)	3	<b>Area V - Technical Concentration and Electives</b>	43-46
OAD 233 Trends in Office Technology	3	43 hours if one of the listed OAD classes is taken as CIS for Area III	
OAD 243 EXCEL (or CIS 286) (also available as CIS196E)	3	ORI 101 Orientation to College	1
BUS 241 Accounting I	3	OAD 101 Beginning Keyboarding	3
BUS 242 Accounting II	3	OAD 103 Intermediate Keyboarding	3
ECO 232 Microeconomics	3	OAD 125 Word Processing (also available as CIS 196A)	3
OAD 231B Quickbooks	3	OAD 126 Advanced Word Processing (also available as CIS 196B)	3
OAD 242 Office Internship	3	OAD 131 Business English	3
Electives	3	OAD 133 Business Communications	3
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health	3	OAD 137 Computerized Financial Record keeping	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>		OAD 138 Records and Information Management	3
HED 299 Special Topics/Stress Management	2	OAD 230 Computerized Desktop Publishing	3
WKO 107 WorkKeys Targeted Instruction	0-3	OAD 232 The Computerized OFFICE (also available as CIS196D)	3
<b>Total Hours Required for Degree</b>	<b>64-68</b>	OAD 233 Trends in Office Technology	3
		OAD 242 Office Internship	3
		OAD 243 EXCEL (or CIS 286) (also available as CIS196E)	3
		OAD 244 Microsoft ACCESS (also available as CIS196G)	3
		Electives	3
		HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health	3
		<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
		HED 299 Special Topics/Stress Management	2
		WKO 107 WorkKeys Targeted Instruction	0-3
		<b>Total Hours Required for Degree</b>	<b>64-68</b>

## OFFICE ADMINISTRATION INFORMATION PROCESSING

A person in information processing obtains data from letters, books, surveys, reports, periodicals, the Internet, etc., and produces meaningful information into a desktop publishing document, work processing document or report. The main tools are a computer, computer application software, a printer, and the knowledge of how to integrate different software application programs. With training and experience in this area, one may become a supervisor, office manager, or a CEO.

### ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
<b>Area I - Written Composition</b>	3
ENG 101 English Composition I	3
<b>Area II- Humanities and Fine Arts</b>	6
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
<b>Area III - Natural Science or Mathematics</b>	9-10
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3

## CERTIFICATE

Semester Hours
<b>General Education (Areas I-IV)</b>
COM 100 Introduction to Technical English I or ENG 101 English Composition I
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications
12
3
3
3
3

CIS 146 Microcomputer Applications	3	ECO 232 Principles of Microeconomics or Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology	3
<b>Technical Concentration and Electives</b>	<b>40</b>	<b>Area V - Technical Concentration and Electives</b>	<b>46</b>
ORI 101 Orientation to College	1	43 hours if one of the listed OAD classes is taken as CIS for Area III	
OAD 101 Beginning Keyboarding	3	ORI 101 Orientation to College	1
OAD 103 Intermediate Keyboarding	3	OAD 101 Beginning Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A)	3	OAD 103 Intermediate Keyboarding	3
OAD 126 Advanced Word Processing (also available as CIS196B)	3	OAD 125 Word Processing (also available as CIS 196A)	3
OAD 131 Business English	3	OAD 126 Advanced Word Processing (also available as CIS 196B)	3
OAD 133 Business Communications	3	OAD 131 Business English	3
OAD 137 Computerized Financial Record keeping	3	OAD 133 Business Communications	3
OAD 138 Records and Information Management	3	OAD 137 Computerized Financial Record Keeping	3
OAD 230 Computerized Desktop Publishing	3	OAD 138 Records and Information Management	3
OAD 232 The Computerized OFFICE (also available as CIS 196D)	3	OAD 232 The Computerized OFFICE (also available as CIS 196D).	3
OAD 233 Trends in Office Technology	3	OAD 233 Trends in Office Technology	3
OAD 242 Office Internship	3	OAD 242 Office Internship	3
OAD 243 EXCEL (or CIS 286) (also available as CIS 196E)	3	OAD 243 EXCEL (or CIS 286) (also available as CIS 196E)	3
OAD 244 Microsoft ACCESS (also available as CIS 196G).	3	PRL 101 Introduction to Paralegal Study	3
Electives	3	Electives	6
<b>Total Hours Required for Certificate</b>	<b>58</b>	HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health	3

## OFFICE ADMINISTRATION LEGAL SECRETARY

A legal secretary prepares legal papers and correspondence of a legal nature, such as wills, summonses, complaints, motions, and subpoenas using a personal computer. Practitioners review lay journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to the firm's officials.

### ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
<b>Area I - Written Composition</b>	3
ENG 101 English Composition I	3
<b>Area II- Humanities and Fine Arts</b>	6
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives <i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	3
<b>Area III - Natural Science or Mathematics</b>	9-10
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications <i>or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.</i>	3
Computer Science, Math or Natural Science Elective	3-4
<b>Area IV - History, Social, and Behavioral Sciences</b>	3

### CERTIFICATE

	Semester Hours
<b>General Education (Areas I-IV)</b>	12
ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<b>Technical Concentration and Electives</b>	<b>46</b>
ORI 101 Orientation to College	1
OAD 101 Beginning Keyboarding	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A)	3
OAD 126 Advanced Word Processing (also available as CIS196B)	3

OAD 131 Business English	3
OAD 133 Business Communications	3
OAD 137 Computerized Financial Record Keeping	3
OAD 138 Records and Information Management	3
OAD 232 The Computerized OFFICE (also available as CIS 196D).	3
OAD 233 Trends in Office Technology	3
OAD 242 Office Internship	3
OAD 243 EXCEL (or CIS 286) (also available as CIS 196E)	3
PRL 101 Introduction to Paralegal Study	3
Electives	6
<b>Total Hours Required for Certificate</b>	<b>58</b>

## OFFICE ADMINISTRATION MEDICAL RECORDS

A person who works with medical records is responsible for assembling patients' health information. A medical records employee must ensure all forms are present, properly identified, signed, and all necessary information is on a computer file. A medical records technician assigns a code to each diagnosis and procedure, consults a classification manual and relies on his/her knowledge of disease processes. A technician then uses a software program to assign the patient to one of several hundred "diagnosis-related groups." This determines the amount of reimbursement to the doctor/hospital if the patient is covered by Medicare or other insurance programs. A technician who specializes in coding is called a health information coder, medical recorder or coding specialist

**NOTE:** This program is not designed to meet all of the requirements for accreditation, licensure, and certification for Registered Health Information Technician (RHIT), American Health Information Management Association (AHIMA) or other medical accrediting agencies.

<b>Area IV - History, Social, and Behavioral Sciences</b>	<b>3</b>
ECO 232 Principles of Microeconomics or Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology	3
<b>Area V - Technical Concentration and Electives</b>	<b>43-49</b>
ORI 101 Orientation to College	1
BIO 120 Medical Terminology	3
BIO 150 Human Biology	3
HIT 230 Medical Coding Systems I	3
HIT 232 Medical Coding Systems II	3
HIT 260 Preceptorship for Medical Coding (Internship)	3
OAD 101 Beginning Keyboarding	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A)	3
OAD 131 Business English	3
OAD 133 Business Communications	3
OAD 137 Computerized Financial Record Keeping	3
OAD 138 Records and Information Management	3
OAD 200 Beginning Medical Transcription	3
OAD 233 Trends in Office Technology	3
Electives	0-6
<b>Recommended Electives</b>	
<b>Students must select a minimum of 3 credit hours in OAD or CIS courses.</b>	
HED 199 Ecological Approach to Health and Fitness or	
HED 221 Personal Health	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction	0-3
<b>Total Hours Required for Degree</b>	<b>64-71</b>

## ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
<b>Area I - Written Composition</b>	3
ENG 101 English Composition I	3
<b>Area II - Humanities and Fine Arts</b>	6
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
<i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	
<b>Area III - Natural Science or Mathematics</b>	9-10
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<i>or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.</i>	
Computer Science, Math or Natural Science Elective	3-4

## CERTIFICATE

	Semester Hours
<b>General Education (Areas I-IV)</b>	<b>12</b>
ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<b>Technical Concentration and Electives</b>	<b>46</b>
ORI 101 Orientation to College	1
BIO 120 Medical Terminology	3
BIO 150 Human Biology	3
HIT 230 Medical Coding Systems I	3
HIT 232 Medical Coding Systems II	3
HIT 260 Preceptorship for Medical Coding (Internship)	3

OAD 101 Beginning Keyboarding	3	ORI 101 Orientation to College	1
OAD 103 Intermediate Keyboarding	3	BIO 120 Medical Terminology	3
OAD 125 Word Processing (also available as CIS 196A)	3	BIO 150 Human Biology	3
OAD 131 Business English	3	OAD 101 Beginning Keyboarding	3
OAD 133 Business Communications	3	OAD 103 Intermediate Keyboarding	3
OAD 137 Computerized Financial Record Keeping	3	OAD 125 Word Processing (also available as CIS 196A)	3
OAD 138 Records and Information Management	3	OAD 131 Business English	3
OAD 200 Machine Transcription	3	OAD 133 Business Communications	3
OAD 214 Medical Office Procedures	3	OAD 137 Computerized Financial Record Keeping	3
Electives	3	OAD 138 Records and Information Management	3
<b>Recommended Electives</b>		OAD 200 Machine Transcription	3
Students must select a minimum of 3 credit hours in OAD or CIS courses.		OAD 212 Medical Transcription	3
<b>Total Hours Required for Certificate</b>	<b>58</b>	OAD 213 Advanced Medical Transcription	3
		OAD 214 Medical Office Procedures	3
		Electives	0-6

## OFFICE ADMINISTRATION MEDICAL TRANSCRIPTION

A medical transcriptionist prepares a written document from a physician's dictation about a patient's health status, i.e. surgical procedures, medical condition, prognosis, etc. Educational preparation requires medical transcription, proofreading, report format, editing and production.

**NOTE:** This program is not designed to meet all of the requirements for accreditation, licensure and certification for Registered Health Information Technician (RHIT), American Health Information Management Association (AHIMA), or other medical accreditation agencies.

<b>Recommended Electives</b>	
Students must select a minimum of 3 credit hours in OAD or CIS courses.	
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health	3
<i>As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.</i>	
HED 299 Special Topics/Stress Management	2
WKO 107 WorkKeys Targeted Instruction	0-3
<b>Total Hours Required for Degree</b>	<b>64-71</b>

## ASSOCIATE IN APPLIED SCIENCE

	Semester Hours
<b>Area I - Written Composition</b>	3
ENG 101 English Composition I	3
<b>Area II- Humanities and Fine Arts</b>	6
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives <i>Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.</i>	3
<b>Area III - Natural Science or Mathematics</b>	9-10
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications <i>or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course.</i>	3
Computer Science, Math or Natural Science Elective	3-4
<b>Area IV - History, Social, and Behavioral Sciences</b>	3
ECO 232 Principles of Microeconomics or Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology	3
<b>Area V - Technical Concentration and Electives</b>	<b>43-49</b>

## CERTIFICATE

	Semester Hours
<b>General Education (Areas I-IV)</b>	12
ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
<b>Technical Concentration</b>	<b>46</b>
ORI 101 Orientation to College	1
BIO 120 Medical Terminology	3
BIO 150 Human Biology	3
OAD 101 Beginning Keyboarding	3
OAD 102 Speed and Accuracy	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A)	3
OAD 131 Business English	3
OAD 133 Business Communications	3
OAD 137 Computerized Financial Record Keeping	3
OAD 138 Records and Information Management	3
OAD 200 Machine Transcription	3

OAD 212 Medical Transcription	3
OAD 213 Advanced Medical Transcription	3
OAD 214 Medical Office Procedures	3
Electives	3
<b>Recommended Electives</b>	
Students must select 3 credit hours in OAD or CIS courses.	
<b>Total Hours Required for Certificate</b>	<b>58</b>

## OFFICE ADMINISTRATION - PARALEGAL

This concentration is designed so that office administration graduates maybe able to have substantial paralegal background for employment in a law office.

<b>ASSOCIATE IN APPLIED SCIENCE</b>	
	Semester Hours
<b>Area I – Written Composition</b>	<b>3</b>
ENG 101 English Composition I	3
<b>Area II- Humanities and Fine Arts</b>	<b>6</b>
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3
Fine Arts or Humanities Electives	3
Choose from Art, Dance, Ethics, Humanities, Literature, Music, Philosophy, Religion, or Theater.	
<b>Area III-Natural Science or Mathematics</b>	<b>9-10</b>
MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3
CIS 146 Microcomputer Applications	3
Or demonstrated computer literacy skills or the integration of computer proficiencies within a required discipline-specific course	
Computer Science, Math or Natural Science Elective	3-4
<b>Area IV – History, Social, and Behavioral Sciences</b>	<b>3</b>
ECO 232 Principles of Microeconomics or Choose from Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology	3
<b>Area V – Technical Concentration and Electives</b>	<b>46</b>
Can be 43 hours if one of the listed OAD classes is taken as CIS for Area III	
ORI 101 Orientation to College	1
OAD 101 Beginning Keyboarding	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A)	3
OAD 131 Business English	3
OAD 133 Business Communications	3
OAD 137 Computerized Financial Record Keeping	3
OAD 138 Records and Information Management	3
OAD 233 Trends in Office Technology	3
OAD 243 EXCEL (or CIS 286) (also available as CIS 196E)	3
PRL 101 Introduction to Paralegal Study	3

PRL 102 Basic Legal Research and Writing	3
PRL 103 Advanced Legal Research and Writing	3
PRL 262 Civil Law and Procedures	3
Electives	3
<b>Recommended Electives</b>	
Students must select a minimum of 3 credit hours from RLS 101, BUS 263, or PRL courses.	
HED 199 Ecological Approach to Health and Fitness or HED 221 Personal Health	3
As a component of a well-balanced educational plan, Shelton State encourages degree students to include a three (3) semester hour course in health. These courses transfer to most four-year colleges and universities as an elective.	
HED 299 Special Topics/Stress Management	3
WKO 107 WorkKeys Targeted Instruction	0-3
<b>Total Hours Required for Degree</b>	<b>64-68</b>

<b>SHORT – TERM CERTIFICATE</b>	
	Semester Hours
<b>Technical Concentration</b>	<b>27</b>
OAD 101 Beginning Keyboarding	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing (also available as CIS 196A)	3
OAD 131 Business English	3
OAD 133 Business Communications	3
OAD 137 Computerized Financial Record keeping	3
OAD 138 Records and Information Management	3
OAD 233 Trends in Office Technology	3
OAD 243 EXCEL (or CIS 286) (also available as CIS 196E)	3
<b>Total Hours Required for Short-Term Certificate</b>	<b>27</b>

<b>PARALEGAL SHORT – TERM CERTIFICATE</b>	
	Semester Hours
<b>Technical Concentration</b>	<b>24</b>
PRL 101 Introduction to Paralegal Study	3
PRL 102 Basic Legal Research and Writing	3
PRL 103 Advanced Legal Research and Writing	3
PRL 262 Civil Law and Procedures	3
Paralegal (PRL) Elective Courses	12
<b>Total Hours Required for Short-Term Certificate</b>	<b>24</b>

## WELDING

The Welding program is designed to establish welding skills necessary for entry-level job placement and to enhance the skills of experienced welders in various arc welding processes used by industry. The program also provides welder certification training upon successful completion of this program. The student will be able to make quality welds, layout and fabricate various pipe connections, perform repair work, and have knowledge of welding codes and blueprint reading.

<b>CERTIFICATE</b>		<b>SHORT - TERM CERTIFICATE</b>	
	Semester Hours		Semester Hours
<b>General Education (Areas I-IV)</b>	<b>12</b>	<b>Technical Concentration</b>	<b>20</b>
COM 100 Introductory Technical English I or ENG 101 English Composition I	3	ORI 100 Orientation to College	1
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking	3	CFS 199 Healthy Cooking	1
MAH 101 Introductory Mathematics I or MTH 100 Intermediate College Algebra or MTH 116 Mathematical Applications	3	HED 231 First Aid and Safety	3
CIS 146 Microcomputer Applications	3	HED 221 Personal Health	3
<b>Technical Concentration</b>	<b>43</b>	PED 10 1/102 Slimnastics I or II	1
ORI 101 Orientation to College	1	PED 103/104 Weight Training	1
WDT 108 SMAW Fillet/OFC	3	PED 118/119 General Conditioning	1
WDT 109 SMAW Fillet/PAC/CAC	3	PED 107 Aerobic Dance	1
WDT 110 Industrial Blueprint Reading	3	PED 105 Personal Fitness	1
WDT 108 SMAW Fillet/OFC	3	PED 223 Methods of Instruction	3
WDT 120 Shielded Metal Arc Groove	3	PED 295 Practicum in Physical Education	2
WDT 122 SMAW Fillet/OFC Lab	3	HED 299 Special Topics/Stress Management	2
WDT 123 SMAW Fillet/PAC/CAC Lab	3	<b>Total Hours Required for Short-Term Certificate</b>	<b>20</b>
WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab	3		
WDT 125 Shielded Metal Arc Groove Lab	3		
WDT 217 SMAW Carbon Pipe	3		
WDT 221 Pipe Fitting and Fabrication	3		
WDT 228 Gas Tungsten Arc Theory	3		
WDT 257 SMAW Carbon Pipe Lab	3		
WDT 268 Gas Tungsten Arc Lab	3		
<b>Total Hours Required for Certificate</b>	<b>54-55</b>		

<b>SHORT - TERM CERTIFICATE</b>	
	Semester Hours
<b>Technical Concentration</b>	<b>24</b>
WDT 108 SMAW Fillet/OFC	3
WDT 109 SMAW Fillet/PAC/CAC	3
WDT 108 SMAW Fillet/OFC	3
WDT 120 Shielded Metal Arc Groove	3
WDT 122 SMAW Fillet/OFC Lab	3
WDT 123 SMAW Fillet/PAC/CAC Lab	3
WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab	3
WDT 125 Shielded Metal Arc Grooves Lab	3
<b>Total Hours Required for Short-Term Certificate</b>	<b>24</b>

## **WELLNESS EXERCISE INSTRUCTOR**

The Wellness Exercise Instructor certificate program is designed to train students to be health and fitness instructors for all populations. This program provides a Practicum which gives the students extensive experience and training in this field. It also provides students with knowledge in basic anatomy, exercise physiology, kinesiology, and nutrition to prepare the student with the knowledge and skills to meet the growing demands in this industry.

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**AIR CONDITIONING (ACR)****ACR 111 PRINCIPLES OF REFRIGERATION 3 Hrs.**

PREREQUISITE: None.

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVACR system components, common, and specialty tools for HVACR, an application of the concepts of basic compression refrigeration. Upon completion, the student should identify system components and understand their functions, identify and use common and specialty HVACR tools, and maintain components of a basic compression refrigeration system.

**ACR 112 HVACR SERVICE PROCEDURES 3 Hrs.**

PREREQUISITE: None.

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils, and correct methods of charging and recovering refrigerants. Upon completion, the student should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.

**ACR 113 REFRIGERATION PIPING PRACTICES 3 Hrs.**

PREREQUISITE: None.

The course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning, and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, the student should understand related terminology, be able to identify ACR pipe and tubing, and various fittings.

**ACR 119 FUNDAMENTALS OF GAS HEATING SYSTEMS 3 Hrs.**

PREREQUISITE: None.

This course provides instruction on general service and installation for common gas furnace systems components. Upon completion, the student should be able to install and service gas furnaces in a wide range of applications.

**ACR 120 FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS 3 Hrs.**

PREREQUISITE: None.

This course covers the fundamentals of electric heating systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, the student should be able to install and service electric heating systems and heat pumps.

**ACR 121 PRINCIPLES OF ELECTRICITY FOR HVACR 3 Hrs.**

PREREQUISITE: None.

This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion, the student should understand and be able to apply the basic principles of HVACR circuits and circuit components.

**ACR 122 HVACR ELECTRIC CIRCUITS 3 Hrs.**

PREREQUISITE: None.

This course provides students with advanced applications of electrical circuits and diagrams. Students construct a variety of wiring diagrams commonly found in HVACR electrical systems. Upon completion, the student should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits.

**ACR 123 HVACR ELECTRICAL COMPONENTS 3 Hrs.**

PREREQUISITE: None.

During this course students learn characteristics and operations of various electrical components and controls. Emphasis is placed on the operation of motors, relays, contactors, starters, and other HVACR electrical components. Upon completion, the student should be able to install various electrical components and determine their proper operation.

**ACR 126 COMMERCIAL HEATING SYSTEMS 3 Hrs.**

PREREQUISITE: None.

This course covers the theory and application of larger heating systems, emphasizing commercial applications such as gas heaters, boilers, unit heaters, duct heaters, and hydronic systems. Upon completion, the student should be able to troubleshoot and perform general maintenance on commercial heating systems.

**ACR 127 HVACR ELECTRIC MOTORS AND COMPONENTS 3 Hrs.**

PREREQUISITE: None.

This course covers the basic maintenance of electric motors used in HVACR systems. Topics include: types, operation, installation, and troubleshooting motors and related components. Upon completion, the student should be able to install and service various types of HVACR electric motors and related components.

**ACR 130 COMPUTER ASSISTED HVACR TROUBLESHOOTING 1 Hr.**

PREREQUISITE: None.

This course focuses on troubleshooting procedures. Emphasis is placed on the proper use of test

equipment and machine/electrical malfunctions. Upon completion, the student should be able to diagnosis and repair service problems in HVACR equipment.

**ACR 132 RESIDENTIAL AIR CONDITIONING 3 Hrs.**  
PREREQUISITE: None.

This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, the student should be able to service and repair residential air conditioning systems.

**ACR 134 ICE MACHINES 3 Hrs.**  
PREREQUISITE: None.

This course introduces students to ice machine types and their operation emphasizing function, installation, maintenance, and troubleshooting. Upon completion, the student should be able to perform installation and maintenance procedures.

**ACR 138 CUSTOMER RELATIONS IN HVAC 3 Hrs.**  
PREREQUISITE: None.

This course covers the basic aspects of customer relations needed by the HVAC technician. Topics include employability skills associated with job performance, record keeping, service invoices, certification requirements, local ordinances, and business ethics

**ACR 144 BASIC DRAWING AND BLUEPRINT READING IN HVAC 3 Hrs.**

PREREQUISITE: None.  
This course covers basic drawing and blueprint reading as applied to the HVAC industry. Emphasis is placed on three-view drawings, basic duct systems, and isometric piping. Upon completion, the student should be able to perform basic drawings related to HVAC systems and read pertinent blueprints.

**ACR 147 REFRIGERATION TRANSITION AND RECOVERY 3 Hrs.**

PREREQUISITE: None.  
This course is EPA-approved and covers material relating to the requirements necessary for Type I, II, III and universal certification. Upon completion, the student should be prepared to take the EPA 608 certification exam.

**ACR 148 HEAT PUMP SYSTEMS I 3 Hrs.**  
PREREQUISITE: None.

This course provides basic instruction on the operation and servicing of heat pump systems. Additional emphasis is placed on basic theory and application of refrigerants for heat pump systems and on basic service of components. Upon

completion, the student should be able to install and service heat pumps.

**ACR 149 HEAT PUMP SYSTEMS II 3 Hrs.**  
PREREQUISITE: None.

This is a continuation course of the basis theory and application of heat pump systems. Emphasis is placed on electrical components of heat pumps and their function. Students should possess a strong foundation of electrical principles and theory. Upon completion, the student should be able to install and service heat pumps.

**ACR 181/182 SPECIAL TOPICS IN AIR CONDITIONING AND REFRIGERATION 3 Hrs.**

PREREQUISITE: None.  
These courses provide specialized instruction in various areas related to the air conditioning and refrigeration industry. Emphasis is placed on meeting the student's needs.

**ACR 192 HVAC APPRENTICESHIP/INTERNSHIP 3 Hrs.**  
PREREQUISITE: None.

This course is designed to provide basic hands-on experiences in the work place. The student is provided with a training plan developed by the employer and instructor working together to guide the learning experience. Upon completion, the student should be able to work independently and apply related skills and knowledge. This course requires a minimum of 15 work hours per week.

**ACR 203 COMMERCIAL REFRIGERATION 3 Hrs.**  
PREREQUISITE: ACR 111.

This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components, and application of refrigeration systems. Upon completion, the student should be able to service and repair commercial refrigeration systems.

**ACR 205 SYSTEM SIZING AND AIR DISTRIBUTION 3 Hrs.**

PREREQUISITE: None.  
This course provides instruction in the load calculation of a structure and system sizing. Topics of instruction include heat loss, heat gain, equipment and air distribution sizing, and factors making acceptable indoor air quality. Upon completion, the student should be able to calculate system requirements.

**ACR 209 COMMERCIAL AIR CONDITIONING SYSTEMS** **3 Hrs.**

PREREQUISITE: None.

This course focuses on servicing and maintaining HVACR systems commonly found in various types of commercial applications. Topics include system component installation and removal and service techniques. Upon completion, the student should be able to troubleshoot and perform general maintenance on commercial HVACR systems.

**ACR 210 TROUBLESHOOTING HVACR SYSTEMS** **3 Hrs.**

PREREQUISITE: None.

This course provides instruction in the use of various meters and gauges used in the HVACR industry. Emphasis is placed on general service procedures, system diagnosis, and corrective measure, methods of leak detection, and system evacuation, charging and performance checks. Upon completion, the student should be able to perform basic troubleshooting of mechanical and electrical components of HVACR systems.

**AIR FORCE STUDIES (AFS)**

**AFS 101 AIR FORCE TODAY I** **1 Hr.**

PREREQUISITE: None.

This course is a survey course of topics relating to the Air Force and national defense. It includes a discussion of purpose, structure, and career opportunities in the United States Air Force and as introduction to effective written communication. The AFS 101 Leadership Laboratory is a co-curricular activity that includes a study of Air Force customs and courtesies, drill and ceremonies, and military commands.

**AFS 102 AIR FORCE TODAY II** **1 Hr.**

PREREQUISITE: None.

This course is an introduction to interpersonal communications. Seminars focus on effective listening techniques, verbal and nonverbal communications. Practical exercises and group projects are designed to demonstrate barriers to effective communications and techniques to overcome barriers, development and presentation of oral communications, strategy, technique, and delivery of effective oral presentations. Student practicum is required. The AFS 102 Leadership Laboratory is a co-curricular activity that includes a study of Air Force customs and courtesies, drill and ceremonies, and military commands.

**AFS 201 THE AIR FORCE WAY I** **1 Hr.**

PREREQUISITE: None.

This course is an historical survey of technological innovation in warfare. Focus is on the emergence of air power and its significance in war and national

security policy implementation. The AFS 201 Leadership Laboratory is a co-curricular activity that includes a study of Air Force customs and courtesies, drill and ceremonies, and military commands.

**AFS 202 THE AIR FORCE WAY II** **1 Hr.**

PREREQUISITE: None.

This course is an analysis of leadership and follower-ship traits in the context of a modern military force. Course includes discussions of ethical standards of military officers and Air Force core values and an introduction to total quality management as advanced practical application of oral communication skills, including organization, research, delivery and audience analysis for briefing and presentations. Group leadership problems are designed to enhance interpersonal communications. The AFS 202 Leadership Laboratory is a co-curricular activity that includes a study of Air Force customs and courtesies, drill and ceremonies, and military commands.

**ANTHROPOLOGY (ANT)**

**ANT 200 INTRODUCTION TO ANTHROPOLOGY**

**3 Hrs.**

PREREQUISITE: ENG 093 or equivalent placement in ENG101, RDG 085 or equivalent placement score.

This course is a survey of physical, social, and cultural development and behavior of human beings.

**ANT 210 PHYSICAL ANTHROPOLOGY** **3 Hrs.**

PREREQUISITE: ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course is a study of the human evolution based upon fossil and archaeological records as well as analysis of the variation and distribution of contemporary human populations.

**ANT 220 CULTURAL ANTHROPOLOGY** **3 Hrs.**

PREREQUISITE: ANT 200.

This course is the application of the concept of culture to study of both primitive and modern society.

**ANT 230 INTRODUCTION TO ARCHAEOLOGY** **3 Hrs.**

PREREQUISITE: ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course is an introduction to archaeological excavation techniques and post-excavation laboratory procedures.

**ART (ART)****ART 100 ART APPRECIATION****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original art work. Upon completion, the student should understand the fundamentals of art, the materials used, and have a basic overview of the history of art.

**ART 101 ART WORKSHOP I****3 Hrs.**

PREREQUISITE: None.

The course provides an art experience for both non-art and art majors who are interested in a variety of art projects concerned with community or college related activities. Emphasis is placed on the organization of ideas in advancing their creative process. Upon completion, the student should be able to present visual evidence of the activities involved and explain how the experience advanced his or her artistic skills.

**ART 102 ART WORKSHOP II****3 Hrs.**

PREREQUISITE: Art Workshop I and/or None. This course provides an art experience for both non-art and art majors who are interested in a variety of art projects concerned with community or college related activities. Emphasis is placed on the organization of ideas in advancing their creative process. Upon completion, the student should be able to present visual evidence of the activities involved and explain how the experience advanced their artistic skills.

**ART 109 ART MUSEUM SURVEY****3 Hrs.**

PREREQUISITE: None.

This course covers the art experienced through supervised visits to museums and art galleries. Emphasis is placed on learning through critical study. Upon completion, the student should be able to write a critical analysis of the art work experienced that demonstrates an understanding of aesthetics.

**ART 113 DRAWING I****3 Hrs.**

PREREQUISITE: None.

This course provides the opportunity to develop perceptual and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter, and technique. Upon completion, the student should demonstrate and apply the fundamentals of art to various creative drawing projects.

**ART 114 DRAWING II****3 Hrs.**

PREREQUISITE: ART 113.

This course advances the student's drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique, and personal expression. Upon completion, the student should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings.

**ART 121 TWO DIMENSIONAL COMPOSITION I****3 Hrs.**

PREREQUISITE: None.

This course introduces the basic concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, the student should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.

**ART 122 TWO DIMENSIONAL COMPOSITION II****3 Hrs.**

PREREQUISITE: ART 113 or ART 121.

This course covers the theories and practice of composing two-dimensional images. Emphasis is placed on the relation between the basic elements and principles of design and their impact on the visual message. Upon completion, the student should, through personal expression, demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.

**ART 127 THREE DIMENSIONAL COMPOSITION****3 Hrs.**

PREREQUISITE: ART 113 or ART 121.

This course introduces art materials and principles of design that acquaint the beginner with the fundamentals of three-dimensional art. Emphasis is placed on the use of art fundamentals and the creative exploration of materials in constructing three-dimensional art works. Upon completion, the student should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three-dimensional art forms.

**ART 133 CERAMICS I****3 Hrs.**

PREREQUISITE: None.

This course introduces methods of clay forming as a means of expression. Topics may include hand building, wheel throwing, glazing, construction, design, and the functional and aesthetic aspects of pottery. Upon completion, the student should demonstrate through his or her work, knowledge of the methods, as well as an understanding of the craftsmanship and aesthetics involved in ceramics.

**ART 134 CERAMICS II****3 Hrs.**

PREREQUISITE: ART 133.

This course develops the methods of clay forming as a means of expression. Topics may include hand building, glazing, design and the functional and aesthetic aspects of pottery, although emphasis will be placed on the wheel throwing method. Upon completion, the student should demonstrate improved craftsmanship and aesthetic quality in the production of pottery.

**ART 143 CRAFTS II****3 Hrs.**

PREREQUISITE: None.

This course is an introduction to various creative crafts, which may include work with fibers, metal, glass, or other media. Emphasis is placed on processes, techniques, materials, and creative expression. Upon completion, the student should be able to demonstrate creative uses of materials, knowledge of the fundamentals of art, and an understanding of craftsmanship, and aesthetic quality.

**ART 173 PHOTOGRAPHY I****3 Hrs.**

PREREQUISITE: None.

NOTE: A 35mm single-lens reflex camera is required. This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetic aspects of photography with detailed instruction in darkroom techniques. Upon completion, the student should understand the camera as a creative tool, understand the films, chemicals and papers, and have knowledge of composition and history.

**ART 174 PHOTOGRAPHY II****3 Hrs.**

PREREQUISITE: ART 173.

NOTE: A 35mm single-lens reflex camera is required. This course advances the students' technical and aesthetic knowledge of photography beyond the introductory level. Emphasis is placed on photographic composition and darkroom techniques as a means of communication. Upon completion, the student should demonstrate through the photographic process his/her creative and communication skills.

**ART 180 INTRODUCTION TO GRAPHIC DESIGN****3 Hrs.**

PREREQUISITE: None.

This course is a general introduction to graphic design. Topics include history, processes, and production design. Upon completion, the student should understand the concepts used to create media graphics.

**ART 203 ART HISTORY I****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

COREQUISITE: ENG 093 or equivalent placement score.

This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, the student should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and of the impact of society on the arts.

**ART 204 ART HISTORY II****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

COREQUISITE: ENG 093 or equivalent placement score.

This course covers a study of the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, the student should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and of the impact of society on the arts.

**ART 231 WATERCOLOR PAINTING I****3 Hrs.**

PREREQUISITE: ART 113 or ART 121.

This course introduces materials and techniques appropriate to painting on paper with water-based medium. Emphasis is placed on developing the technical skills and the expressive qualities of watercolor painting. Upon completion, the student should be able to demonstrate a basic proficiency in handling the techniques of watercolor and how it can be used for personal expression.

**ART 232 WATERCOLOR PAINTING II****3 Hrs.**

PREREQUISITE: ART 231.

This course advances the skills and techniques of painting on paper using water based medium. Emphasis is placed on exploring the creative uses of watercolor and developing professional skills. Upon completion, the student should demonstrate and compile a body of original paintings that reflect a personal awareness of the media's potential.

**ART 233 PAINTING I****3 Hrs.**

PREREQUISITE: ART 113 or ART 121.

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, the student should be able to demonstrate the fundamentals of art and



Upon completion, the student should be able to remove and replace automotive trim and glass.

**ABR 156 AUTOMOTIVE CUTTING AND WELDING 3 Hrs.**

PREREQUISITE: None.

Students are introduced to the various automotive cutting and welding processes. Emphasis is placed on safety, plasma arc and oxy-acetylene cutting, resistance type spot welding, and Metal Inert Gas (MIG) welding. Upon completion, the student should be able to safely perform automotive cutting and welding procedures.

**ABR 157 AUTOMOTIVE PLASTIC REPAIRS 3 Hrs.**

PREREQUISITE: None.

This course provides instruction in automotive plastic repairs. Topics include plastic welding (airless, hot and chemical), use of flexible repair fillers, identification of types of plastics, and determining the correct repair procedures for each. Upon completion, students should be able to correctly identify and repair the different types of automotive plastics.

**ABR 182 SPECIAL TOPICS IN AUTO BODY 2 Hrs.**

PREREQUISITE: None.

This course is guided independent study in special projects to give the student additional training in a specific area selected by the instructor. Emphasis is placed on individual student needs to improve or expand skills. Upon course completion, students should be able to demonstrate skills to meet specific needs.

**ABR 213 AUTOMOTIVE STRUCTURAL ANALYSIS 3 Hrs.**

PREREQUISITE: None.

Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage.

**ABR 214 AUTOMOTIVE STRUCTURAL REPAIR 3 Hrs.**

PREREQUISITE: None.

This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components.

**ABR 223 AUTOMOTIVE MECHANICAL COMPONENTS 3 Hrs.**

PREREQUISITE: None.

This course provides instruction in collision related mechanical repairs. Emphasis is placed on diagnosis and repairs to drive train, steering/suspension components, and various other mechanical repairs.

**ABR 255 STEERING AND SUSPENSION 3 Hrs.**

PREREQUISITE: None.

This course introduces the student to the various types of suspension and steering systems used in the automotive industry. Emphasis is placed on system components, suspension angles and effect of body/frame alignment on these components and angles. Upon completion, the student should be able to repair and/or replace damaged components and prepare the vehicle for alignment.

**ABR 265 PAINT DEFECTS AND FINAL REPAIR 3 Hrs.**

PREREQUISITE: None.

This course introduces the student to methods of identifying paint defects, causes, cures, and final detailing. The student will learn to troubleshoot and correct paint imperfections.

**ABR 266 ALUMINUM WELDING IN COLLISION REPAIR 3 Hrs.**

PREREQUISITE: None.

This course covers the principles and techniques of aluminum GMA (MIG) welding. The student will learn to set up and tune a welding machine, address safety issues, perform proper welding techniques, prepare metal surfaces, and identify and correct weld defects.

**ABR 281 SPECIAL TOPICS IN AUTO BODY 3 Hrs.**

PREREQUISITE: None.

This course is guided independent study in special projects to give the student additional training in a specific area selected by the instructor. Emphasis is placed on individual student needs to improve or expand skills. Upon completion, the student should be able to demonstrate skills to meet specific needs.

**ABR 291 AUTO BODY REPAIR CO-OP 1 Hr.**

PREREQUISITE: None.

This course is designed to provide practical shop experience for the advanced student through part-time employment in the collision repair industry. Emphasis is placed on techniques used in collision repair facilities. Upon completion, the student should have gained skills necessary for entry level employment.

**ABR 292 AUTO BODY REPAIR CO-OP 2 Hrs.**

PREREQUISITE: Instructor approval.

This course is designed to provide practical shop experience for advanced students through part-time employment in the collision repair industry. Emphasis is placed on techniques used in collision repair facilities. Upon completion, the student should have gained skills necessary for entry level employment.

<b>ABR 293 AUTO BODY REPAIR CO-OP</b>	<b>3 Hrs.</b>	<b>AUM 133 MOTOR VEHICLE AIR CONDITIONING</b>	<b>3 Hrs.</b>
PREREQUISITE: Instructor approval.		PREREQUISITE: None.	
This course is designed to provide practical shop experience for advanced students through part-time employment in the collision repair industry. Emphasis is placed on techniques used in collision repair facilities. Upon completion, the student should have gained skills necessary for entry level employment.		This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.	
<b>AUTOMOTIVE TECHNOLOGY (AUM)</b>		<b>AUM 181/182/281 SPECIAL TOPICS</b>	<b>1-3 Hrs.</b>
<b>AUM 101 FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY</b>	<b>3 Hrs.</b>	PREREQUISITE: With Instructor Permission	
PREREQUISITE: None.		These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any related area in automotive mechanics. Upon completion, the student should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of his or her choice.	
<b>AUM 110 ELECTRICAL AND ELECTRONIC SYSTEMS I</b>	<b>3 Hrs.</b>	<b>AUM 191/291 CO-OP</b>	<b>2-3 Hrs.</b>
PREREQUISITE: None.		PREREQUISITE: With Instructor Permission	
This is an introductory course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.		These courses constitute a series wherein the student works on a part-time basis in a job directly related to automotive mechanics. In these courses, the employer evaluates the student's productivity, and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.	
<b>AUM 121 BRAKING SYSTEMS</b>	<b>3 Hrs.</b>	<b>AUM 210 ELECTRICAL AND ELECTRONIC SYSTEMS II</b>	<b>3 Hrs.</b>
PREREQUISITE: None.		PREREQUISITE: AUM 110.	
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes.		This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on advanced troubleshooting and repair of electrical systems, subsystems, and components.	
<b>AUM 122 STEERING AND SUSPENSION</b>	<b>3 Hrs.</b>	<b>AUM 220 ENGINE REPAIR II</b>	<b>3 Hrs.</b>
PREREQUISITE: None.		PREREQUISITE: AUM 124.	
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension.		COREQUISITE: AUM 124.	
<b>AUM 124 ENGINE REPAIR I</b>	<b>3 Hrs.</b>	This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals.	
PREREQUISITE: AUM 101 or COREQUISITE AUM 101.			
This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation.			
<b>AUM 130 DRIVE TRAIN AND AXLES</b>	<b>3 Hrs.</b>		
PREREQUISITE: AUM 101 or COREQUISITE: AUM 101.			
This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.			

**AUM 224 MANUAL TRANSMISSION AND TRANSAXLE** **3 Hrs.**

**PREREQUISITE:** AUM 130.  
**COREQUISITE:** AUM 130.

This course covers basic instruction in manual transmission and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.

**AUM 230 AUTO TRANSMISSION AND TRANSAXLE** **3 Hrs.**

**PREREQUISITE:** AUM 130.  
**COREQUISITE:** AUM 130.

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power flow of automatic transmissions and repairing or replacing internal and external components.

**AUM 239 ENGINE PERFORMANCE I** **3 Hrs.**

**PREREQUISITE:** AUM 110 and AUM 210.

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation.

**AUM 244 ENGINE PERFORMANCE II** **3 Hrs.**

**PREREQUISITE:** AUM 239.  
**COREQUISITE:** AUM 239.

This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and drivability.

**AUM 246 AUTOMOTIVE EMISSIONS** **3 Hrs.**

**PREREQUISITE:** AUM 210 and AUM 244.

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.

**BASIC STUDY SKILLS/PERSONAL DEVELOPMENT (BSS)****BSS 090 BASIC STUDY SKILLS** **3 Hrs.**

**PREREQUISITE:** None.

This course is designed to introduce students to the basic skills of "how to study." The course includes activities such as an assessment through testing of academic/study strengths and weaknesses, general information about effective study techniques, and applications of study techniques for specific courses. May be repeated for credit.

**BSS 118 COLLEGE STUDY SKILLS** **1 Hr.**

**PREREQUISITE:** None.

This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory

techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning". Upon completion, the student should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

**BIOLOGY (BIO)****BIO 101 INTRODUCTION TO BIOLOGY I** **4 Hrs.**

**CREDIT TOWARD GRADUATION WILL NOT BE GIVEN FOR BOTH BIO 101 AND 103.**

**PREREQUISITE:** RDG 085 or equivalent placement score.

Introduction to Biology I is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. (Internet Only) A 120 minute laboratory is required.

**BIO 102 INTRODUCTION TO BIOLOGY II** **4 Hrs.**

**PREREQUISITE:** BIO 101.

Introduction to Biology II is the second of a two-course sequence for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity (Internet Only). A 120 minute laboratory is required.

**BIO 103 PRINCIPLES OF BIOLOGY I** **4 Hrs.**

**CREDIT TOWARD GRADUATION WILL NOT BE GIVEN FOR BOTH BIO 101 AND 103.**

**PREREQUISITE:** RDG 085 or equivalent placement score.

This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. A 120 minute laboratory is required.

**BIO 104 PRINCIPLES OF BIOLOGY II** **4 Hrs.**

**PREREQUISITE:** BIO 103.

This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required.

<b>BIO 120 MEDICAL TERMINOLOGY</b>	<b>3 Hrs.</b>	<b>BUSINESS (BUS)</b>	
PREREQUISITE: RDG 085 or equivalent placement score.		<b>BUS 100 INTRODUCTION TO BUSINESS</b>	<b>3 Hrs.</b>
This course is a survey of words, terms, and descriptions commonly used in medical arts. Emphasis is placed on spelling, pronunciation, and meanings of prefixes, suffixes, and roots. No laboratory is required.		PREREQUISITE: RDG 085 or equivalent placement score.	
		This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.	
<b>BIO 150 HUMAN BIOLOGY</b>	<b>3 Hrs.</b>	<b>BUS 146 PERSONAL FINANCE</b>	<b>3 Hrs.</b>
PREREQUISITE: RDG 085 or equivalent placement score.		PREREQUISITE: RDG 085 or equivalent placement score.	
This course introduces the human body with emphasis on structure, function, and pathology. No laboratory is required.		This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases.	
<b>BIO 201 HUMAN ANATOMY and PHYSIOLOGY I</b>	<b>4 Hrs.</b>	<b>BUS 186 ELEMENTS OF SUPERVISION</b>	<b>3 Hrs.</b>
PREREQUISITE: BIO 103*.		PREREQUISITE: RDG 085 or equivalent placement score.	
*Students with a strong background in biology should talk with a counselor to determine if they may be exempt from this prerequisite or to discuss the validated system-wide biology placement exam. This is subject to change based on state wide policies. Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required.		This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.	
<b>BIO 202 HUMAN ANATOMY and PHYSIOLOGY II</b>	<b>4 Hrs.</b>	<b>BUS 189 HUMAN RELATIONSHIPS</b>	<b>1-3 Hrs.</b>
PREREQUISITE: BIO 103 and BIO 201 with a grade of C or better in BIO 201		PREREQUISITE: RDG 085 or equivalent placement score.	
Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required.		This course enables employees to better understand actions and motivations within the organizational structure. Topics include general principles of human behavior operating in the workplace.	
<b>BIO 220 GENERAL MICROBIOLOGY</b>	<b>4 Hrs.</b>	<b>BUS 190 MANAGEMENT WORKSHOP I</b>	<b>1-3 Hrs.</b>
PREREQUISITE: BIO 103*, 201 OR 202 (ADDITIONALLY, 4 SEMESTER HOURS OF CHEMISTRY IS RECOMMENDED)		PREREQUISITE: RDG 085 or equivalent placement score.	
This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. A 120 minute laboratory is required.		This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.	
<b>BUS 191 MANAGEMENT WORKSHOP II</b>	<b>1-3 Hrs.</b>	<b>BUS 191 MANAGEMENT WORKSHOP II</b>	<b>1-3 Hrs.</b>
PREREQUISITE: RDG 085 or equivalent placement score.		PREREQUISITE: RDG 085 or equivalent placement score.	
		This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.	
<b>BUS 215 BUSINESS COMMUNICATION</b>	<b>3 Hrs.</b>		
PREREQUISITE: RDG 085 or equivalent placement score.			

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

**BUS 241 PRINCIPLES OF ACCOUNTING I 3 Hrs.**  
PREREQUISITE: Grade of C or higher in MTH 100 or MTH 116, RDG 085 or equivalent placement score.

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

**BUS 242 PRINCIPLES OF ACCOUNTING II 3 Hrs.**  
PREREQUISITE: BUS 241.

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, control, and decision making.

**BUS 260 STATISTICAL DATA ANALYSIS 3 Hrs.**  
PREREQUISITE: CIS 146 and MTH 112 or equivalent placement score.

Introduction to the use of basic statistical concepts in business applications. Descriptive statistics, index numbers, measures of central tendency and variation, probability, random variables, discrete and continuous probability distributions, sampling distributions, and point and interval estimation are covered. Computer software applications are utilized.

**BUS 263 THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS 3 Hrs.**  
PREREQUISITE: RDG 085 or equivalent placement score.

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment, and personal property.

**BUS 275 PRINCIPLES OF MANAGEMENT 3 Hrs.**  
PREREQUISITE: RDG 085 or equivalent placement score.

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

**BUS 276 HUMAN RESOURCE MANAGEMENT 3 Hrs.**  
PREREQUISITE: RDG 085 or equivalent placement score.

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

**BUS 279 SMALL BUSINESS MANAGEMENT 3 Hrs.**  
PREREQUISITE: RDG 085 or equivalent placement score.

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

**BUS 285 PRINCIPLES OF MARKETING 3 Hrs.**  
PREREQUISITE: RDG 085 or equivalent placement score.

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

**BUS 291 ALTERNATING BUSINESS CO-OP 1-3 Hrs.**  
PREREQUISITE: RDG 085 or equivalent placement score.

This three-course sequence allows students to alternate semesters of full-time work in a job closely related to the student's academic major with semesters of full-time academic work. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on the employer's evaluation of student productivity, evaluative reports submitted by the student, and the development and assessment by the student of a learning contract.

**CARPENTRY (CAR)**  
**CAR 111 CONSTRUCTION BASICS 3 Hrs.**  
COREQUISITE: CAR 114.

This course introduces students to the opportunities in and requirements of the construction industry. Topics include economic outlook for construction, employment outlook, job opportunities, training, apprenticeship, entrepreneurship, construction tools, materials, and equipment, and job safety. Upon completion, the student should be able to identify the job market, types of training, knowledge of apprenticeship opportunities, construction tools, materials, equipment, and safety procedures.

**CAR 112 FLOORS, WALLS, SITE PREP**      **3 Hrs.**

COREQUISITE: CAR 113.

This course introduces the student to floor and wall layout and construction. Topics include methods of house framing, components of floor framing, layouts, sub-flooring, connectors and fasteners, and site preparation. Upon completion, the student will be able to identify various types of floor framing systems, select the sizes of floor joists, identify types of house framing, list types of fasteners, and identify property lines, setbacks, and demonstrate a working knowledge of terrain and batter boards.

**CAR 113 FLOORS, WALLS, SITE PREP LAB**      **3 Hrs.**

COREQUISITE: CAR 112.

The student will engage in applications of floor and wall construction, application of required tools, use of the builder transit, level rod, tape measure, and grade stakes. Emphasis is placed on cutting sill plates, floor joists, girders, header bridging, sub-flooring, stud wall partitions, door and window headers, wall bracing, leveling instruments, and batter boards. Upon completion, the student should be able to layout and construct a floor, including the sill, joist bridging and openings, install sub-flooring, construct interior and exterior walls, and layout property stakes of site plans.

**CAR 114 CONSTRUCTION BASICS LAB**      **3 Hrs.**

COREQUISITE: CAR 111.

This course provides practical and safe application of hand, portable power, stationary and pneumatic tools, use of building materials, fasteners and adhesives, and job site safety. Emphasis is placed on the safe use of hand, power, and pneumatic tools, proper selection of lumber, plywood, by-products, nails, bolts, screws, adhesives, fasteners, construction materials, and job safety. Upon completion, the student should be able to identify hand, power, stationary and pneumatic tools and demonstrate their safe use; identify and properly select wood and non-wood building products, and properly use nails, fasteners and adhesives.

**CAR 121 INTRODUCTION TO****BLUEPRINT READING****3 Hrs.**

PREREQUISITE: None.

This course introduces the student to the basic concepts of blueprint reading. Topics include scales, symbols, site plans, and notations. Upon completion, the student should be able to identify drawings, scale various drawings, and identify different types of lines, symbols, and notations.

**CAR 122 CONCRETE AND FORMING****3 Hrs.**

COREQUISITE: CAR 123.

This course introduces the student to the properties and uses of concrete and to the procedures for

designing concrete forms. Topics include making and pouring concrete, constructing concrete forms, reinforcement methods, finishing concrete, and job safety. Upon completion, the student should be able to list safety rules for the job site, identify components of concrete, describe how concrete forms are built, and how concrete is poured, reinforced, and finished.

**CAR 123 CONCRETE AND FORMING LAB**      **3 Hrs.**

COREQUISITE: CAR 122.

This course provides students with practical experience in concrete applications. Emphasis is placed on job site safety, concrete forming, mixing, pouring, finishing, and reinforcing. Upon completion, the student should be able to safely set forms, reinforce, mix, pour, and finish concrete.

**CAR 131 ROOF AND CEILING SYSTEMS**      **3 Hrs.**

PREREQUISITE: CAR 133.

This course focuses on the design and installation of roof and ceiling systems. Emphasis is placed on rafters, trusses, ceiling joists, roof decking, and roofing materials. Upon completion, the student should be able to design a roof and ceiling system, identify proper installation methods of roofing materials, and describe applicable safety rules.

**CAR 132 INTERIOR AND EXTERIOR FINISHING**      **3 Hrs.**

PREREQUISITE: None.

This course introduces the student to interior and exterior finishing materials and techniques. Topics include interior trim of windows and doors, ceilings and wall moldings, exterior sidings, trim work, painting, and masonry finishes. Upon completion, the student should be able to identify different types of doors, windows and moldings and describe the uses of each, identify types of exterior sidings and trim, and describe the different types of paint and their proper application.

**CAR 133 ROOF AND CEILING SYSTEMS LAB**      **3 Hrs.**

COREQUISITE: CAR 131.

The course provides students with practical experience in building and installing roof and ceiling systems. Emphasis is placed on job site safety, layout and cutting of rafters and joists, cutting and building trusses, installing roof decking, and roofing materials. Upon completion, the student should be able to cut and install rafters, joists and trusses, cut and apply roof decking and roofing materials, and apply safety rules for job site.

**CAR 193 INTERNSHIP IN CARPENTRY**      **3 Hrs.**

PREREQUISITE: Permission of Instructor.

This course is designed to provide exposure to carpentry practices in non-employment situations. Emphasis is placed on techniques used in the

carpentry profession. This course allows students to refine their skills necessary for entry-level employment.

**CAR 203 SPECIAL TOPICS IN CARPENTRY      3 Hrs.**

PREREQUISITE: None.

This course allows the student to plan, execute, and present results of individual projects in carpentry. Emphasis is placed on enhancing skills attainment in the carpentry field. This culminating course allows the student to independently apply skills attained in previous courses.

**CHEMISTRY (CHM)****CHM 104 INTRODUCTION TO****INORGANIC CHEMISTRY      4 Hrs.**

PREREQUISITE: MTH 098 (Developmental Algebra II) or equivalent mathematics placement score, RDG 085 or equivalent placement score.

This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

**CHM 105 INTRODUCTION TO  
ORGANIC CHEMISTRY      4 Hrs.**

PREREQUISITE: CHM 104 (Introduction to Inorganic Chemistry) or CHM 111 (College Chemistry I)

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required.

**CHM 109 INTRODUCTORY CHEMISTRY FOR  
NONMAJORS I      4 Hrs.**

PREREQUISITE or COREQUISITE: MTH 100, RDG 085 or equivalent placement score.

Three lectures and one three-hour laboratory. This is a survey course to teach basic scientific literacy and chemical principles. Includes environmental chemistry, household chemicals, and other subjects pertinent to non-majors. Not open to students that have earned credits in CHM 104 or CHM 111.

**CHM 110 INTRODUCTORY CHEMISTRY FOR  
NONMAJORS II      4 Hrs.**

PREREQUISITE: CHM 109.

This is a survey course to teach basic scientific literacy and chemical principles. Includes environmental chemistry, household chemicals, nutrition, genetic engineering, and other subjects pertinent to non-majors. Not open to students that have earned credits in CHM 105 or CHM 112.

**CHM 111 COLLEGE CHEMISTRY I      4 Hrs.**

PREREQUISITE: MTH 112 or equivalent math placement score, RDG 085 or equivalent placement score.

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermo-chemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

**CHM 112 COLLEGE CHEMISTRY II      4 Hrs.**

PREREQUISITE: CHM 111.

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, non-metals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

**CHM 221 ORGANIC CHEMISTRY I      4 Hrs.**

PREREQUISITE: CHM 112.

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

**CHM 222 ORGANIC CHEMISTRY II 4 Hrs.**

**PREREQUISITE:** CHM 221.

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

**CHILD DEVELOPMENT (CHD)****CHD 100 INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN 3 Hrs.**

**PREREQUISITE:** ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course introduces the child care profession including the six functional areas of the Child Development Associate (CDA) credential. Emphasis is placed on using positive guidance techniques, setting up a classroom, and planning a schedule. Upon completion, the student should be able to create and modify children's environments to meet individual needs, use positive guidance to develop positive relationships with children, and promote children's self-esteem, self-control, and self-motivation.

**CHD 201 CHILD GROWTH AND DEVELOPMENT****PRINCIPLES 3 Hrs.**

**PREREQUISITE:** ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, emotional, and social development, and on methods of child study and practical implications. Upon completion, the student should be able to use knowledge of how young children differ in their development and approaches to learning to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of children.

**CHD 202 CHILDREN'S CREATIVE EXPERIENCES 3 Hrs.**

**PREREQUISITE:** ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math, and movement with observation and participation with young children required. Upon

completion, the student should be able to select and implement creative and age-appropriate experiences for young children.

**CHD 203 CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT 3 Hrs.**

**PREREQUISITE:** ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, the student should be able to create, evaluate, and demonstrate activities which support a language-rich environment for young children.

**CHD 204 METHODS AND MATERIALS FOR TEACHING CHILDREN 3 Hrs.**

**PREREQUISITE:** ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on the student compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion, the student should be able to demonstrate basic methods of creating learning experiences using appropriate techniques, materials, and realistic expectations.

**CHD 205 PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN 3 Hrs.**

**PREREQUISITE:** ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course is designed to give students practice in lesson and unit planning, writing behavioral objectives, and evaluating activities taught to young children. Emphasis is placed on identifying basic aspects of cognitive development and how children learn. Upon completion, the student should be able to plan and implement developmentally appropriate curriculum and instructional practices based on knowledge of individual differences and the curriculum goals and content.

**CHD 206 CHILDREN'S HEALTH AND SAFETY 3 Hrs.**

**PREREQUISITE:** ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children including specific procedures for infants and

toddlers and procedures regarding childhood illnesses and communicable diseases. Upon completion, the student should be able to prepare a healthy, safe environment, plan nutritious meals and snacks, and recommend referrals if necessary.

**CHD 208 ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS 3 Hrs.**

PREREQUISITE: ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state, and federal regulations; budget planning; record keeping; personnel policies and parent involvement. Upon completion, the student should be able to identify elements of a sound business plan, develop familiarity with basic record-keeping techniques, and identify elements of a developmentally appropriate program.

**CHD 209 INFANT AND TODDLER EDUCATION PROGRAMS 3 Hrs.**

PREREQUISITE: ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course focuses on child development from infancy to thirty months of age with emphasis on planning programs using developmentally appropriate material. Emphasis is placed on positive ways to support an infant's social, emotional, physical, and intellectual development. Upon completion, the student should be able to plan an infant-toddler program and environment which is appropriate and supportive of the families and the children.

**CHD 210 EDUCATING EXCEPTIONAL YOUNG CHILDREN 3 Hrs.**

PREREQUISITE: ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing, and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, the student should be able to identify appropriate strategies for working with young exceptional children.

**CHD 211 CHILD DEVELOPMENT SEMINAR 2 Hrs.**

PREREQUISITE: ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

A selection of topics relating to young children are addressed in this course. Subject matter will

vary according to industry and student needs. Upon completion, the student should demonstrate competencies designed to assess course objectives.

**CHD 215 SUPERVISED PRACTICAL EXPERIENCE IN CHILDHOOD DEVELOPMENT 3 Hrs.**

PREREQUISITE: CHD 202, CHD 204, and CHD 205.

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Emphasis is placed on performance of daily duties which are assessed by the College instructor and the cooperating teacher. Upon completion, the student should be able to demonstrate competency in a child care setting.

**COMMERCIAL ART (CAT)**

**CAT 118 DESIGN DRAWING 3 Hrs.**

PREREQUISITE: None.

This is an introductory course using pencil, Conte crayon, and drawing instruments. Topics include perspective, space, relationships of design elements, light, shadow, and depth. Still life, landscape, fundamental gesture drawing and page design are introduced. Upon completion, students should be able to apply the fundamentals of drawing and area composition.

**CAT 126 TYPESETTING FUNDAMENTALS 3 Hrs.**

PREREQUISITE: None.

The course explores the history of type, the anatomy of type, current technical and aesthetic use of type as well as type's relation to image as used in contemporary design. Emphasis is placed on the importance of type as a design element in the development of a graphic project.

**CAT 130 PRINCIPLES OF DESIGN 3 Hrs.**

PREREQUISITE: None.

This course introduces students to the traditional principles and elements of design. It promotes creative thinking to solve visual communication problems. Emphasis is placed on alignment, contrast, repetition, and proximity. Design concepts include symmetrical and asymmetrical design, as well as the importance of line, shape, texture, value and color. Upon completion, the student should be able to use conscious awareness of design principles to create successful projects.

**CAT 132 BASIC ADVERTISING DESIGN 3 Hrs.**

PREREQUISITE: None.

This course focuses on design assignments related to the commercial art field and introduces students to graphic design techniques. Focus is placed on creating and producing advertising design pieces. Emphasis is placed on accuracy, sizing, and craftsmanship. Upon course completion, the student should be able to

apply creative thinking in design communications and should be able to produce advertising design from concept to completion.

**CAT 148 AIRBRUSH ARTISTRY                           3 Hrs.**  
**PREREQUISITE:** None.

This course is a study in airbrush artistry. Topics include paint mixing, airbrush maintenance, masking, and media. Projects include a variety of subject matter including technical illustrations, advertising, and creative art. Upon completion, the student should understand the professional aspects of creating designs using airbrush techniques.

**CAT 152 DIGITAL PHOTOGRAPHY                           3 Hrs.**  
**PREREQUISITE:** None.

This course introduces the student to digital imaging techniques. Emphasis is placed on the technical application of the camera and on digital photographic lighting methods. Upon completion, the student should be able to determine the need for digital photography versus reproduction quality advertising photography and understand both concepts.

**CAT 180 CURRENT TOPICS IN COMMERCIAL ART                           3 Hrs.**

**PREREQUISITE:** None.  
This course is a survey of current trends in the commercial art industry and provides specialized instruction in various areas using current professional techniques. Emphasis is placed on specialized areas of commercial art.

**CAT 184 IMAGING I                                   3 Hrs.**  
**PREREQUISITE:** None.

This course introduces the student to concepts involved in digital photography and the student's own work with the digital camera. Emphasis is placed on learning the principles of good composition and comprehending the commands and procedures.

**CAT 202 ADVERTISING                                   3 Hrs.**  
**PREREQUISITE:** None.

Through a variety of projects simulating various real-world advertising media, this course guides students in applying design to persuasive commercial communications. Students study understanding the target audience, psychology of advertising, advertising techniques, and working with clients. Emphasis is placed on creative thinking in order to identify the type of visual communication most likely to enhance positive consumer reactions.

**CAT 232 INTERMEDIATE ADVERTISING DESIGN                           3 Hrs.**  
**PREREQUISITE:** None.

This course includes advance design concepts and assignments. Emphasis is placed on various

design elements including artistic rendering, photo illustrations, typography, and computer layout as applied to advertising campaigns. Upon completion, the student should be able to use his or her graphic arts skills to produce professional art work.

**CAT 242 ADVANCED ADVERTISING DESIGN                           3 Hrs.**  
**PREREQUISITE:** None.

This course allows students to create, design, and produce a corporate image project. Emphasis is placed on the development of the repetitive grids, using photographs as clip art, scanned images, and page layout software. Upon completion, the student should be able to apply manual and computer skills to advertising design projects.

**CAT 260 PORTFOLIO                                   3 Hrs.**

**PREREQUISITE:** None.  
This course provides the advanced student an opportunity to use previous commercial art training to design and produce a professional and marketable portfolio for final presentation. Emphasis is placed on a complete portfolio, resume, cover letter, and self-promotional piece. Upon completion, the student should be able to formulate portfolio qualify work for job interviews.

**CAT 275 CREATIVE ILLUSTRATION                           3 Hrs.**  
**PREREQUISITE:** None.

This course introduces the student to the fundamentals of illustration using assorted media including pencil, watercolor, gouache, colored pencil, pastels, etc. Emphasis is placed on drawing and illustrating perception, color, and execution. Dynamic illustrations are pursued through layouts for print advertisements, articles, and books.

**CAT 282 SPECIAL TOPICS IN COMMERCIAL ART                           3 Hrs.**  
**PREREQUISITE:** None.

These courses provide specialized instruction in various areas related to the commercial art industry. Emphasis is placed on meeting students' needs.

**CAT 283 3-D GRAPHICS AND ANIMATION                           3 Hrs.**  
**PREREQUISITE:** None.

This course is designed to tap the imagination of the student in a three dimensional problem solving environment. Topics include a basic introduction to the concepts of 3-D design and animation as applied to a design project. Upon completion, the student should be able to create and animate objects in a three-dimensional environment.

**CAT 291 COOPERATIVE WORK EXPERIENCE IN COMMERCIAL ART                                   3 Hrs.**  
**PREREQUISITE:** None.

This course provides work experience with a

College-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, the student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

## **COMMERCIAL FOOD SERVICES (CFS)**

### **CFS 101 ORIENTATION TO THE HOSPITALITY INDUSTRY 3 Hrs.**

PREREQUISITE: None.

This course is an introduction to the food service industry and employment opportunities. This course focuses on the different types of food service/hospitality outlets. Upon completion, the student should be knowledgeable of business and career opportunities within the food service industry.

### **CFS 102 CATERING 2 Hrs.**

PREREQUISITE: None.

This course includes the theory and practice of operating a catering business. Topics include food production and management related to catering and other special services. Upon completion, the student should have a working knowledge of the principles involved in operating a catering business.

### **CFS 110 BASIC FOOD PREPARATION 3 Hrs.**

PREREQUISITE: None.

This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Topics include scientific principles of food preparation and the relationship of food composition and structure to food preparation. The student should develop competencies in food preparation as it relates to the food service industry.

### **CFS 111 FOUNDATIONS IN NUTRITION 3 Hrs.**

PREREQUISITE: None.

This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients, and their relation to the growth, maintenance, and functioning of the body, nutritional requirements of different age levels, and economic and cultural influences on food selection. Upon completion, the student should be able to apply the basic principles of meal planning.

### **CFS 112 SANITATION, SAFETY, AND FOOD SERVICE 2 Hrs.**

PREREQUISITE: None.

This course introduces the basic principles of sanitation and safety to food service handling including purchasing, storing, preparation and serving. Specific topics include the dangers of microbial contaminants, food allergens and

foodborne illness, safe handling of food, the flow of food, and food safety management systems. At the conclusion of this course the student should be prepared to test for ServSafe® certification. The content of this course is foundational for all culinary arts classes.

### **CFS 113 TABLE SERVICE 2 Hrs.**

PREREQUISITE: None.

This course is a guide for the modern wait staff. Topics include laying the cover, taking the order, surveying of different styles of table service from the casual to the very formal, tabulating and presenting the bill, and busing and turning the table. Upon completion, the student should be able to demonstrate proficiency in the art of table service.

### **CFS 114 MEAL MANAGEMENT 3 Hrs.**

PREREQUISITE: None.

This course covers the principles of meal management. Topics include menu planning, food selection, recipe standardization, food preparation, and meal service for all phases of food service. Upon completion, the student should be able to apply efficient work habits, sanitation and safety in the kitchen.

### **CFS 120 BASIC FOOD PREPARATION LAB 2 Hrs.**

PREREQUISITE: None.

COREQUISITE: CFS 110.

In this course the student applies fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items. At the conclusion of this course the student should demonstrate basic food preparation skills.

### **CFS 132 FOOD PREPARATION AND THE HEALTH CARE INDUSTRY 3 Hrs.**

PREREQUISITE: None.

This course introduces students to food preparation and service in the health care industry. Emphasis will be placed on using medical dictionaries and reading charts for therapeutic diet instruction, and designing and creating menus and diet programs for special client populations. Upon completion, the student should be able to read and interpret medical terms, and demonstrate knowledge about food service in the health care industry.

### **CFS 141 FOOD PRODUCTION FOR SPECIAL OPERATIONS 3 Hrs.**

PREREQUISITE: None.

This course covers menu planning principles, food preparation, food procurement, and food

management skills needed to provide appealing and profitable food service in special operations. Topics include fast food cookery, convenience-store food service, supermarkets, delicatessens, and take-out venue. Upon completion, the student should be able to plan, organize, and prepare food service items for special operations.

**CFS 199 HEALTHY COOKING 1 Hr.**  
PREREQUISITE: None.

The student will become educated in the principles of sound nutrition for the prevention of disease through a lecture/lab course. Basic principles of nutrition will be discussed along with practical aspects of nutrition which will be applied through cooking demonstrations by the instructor.

**CFS 201 MEAT PREPARATION AND PROCESSING 2 Hrs.**  
PREREQUISITE: None.

This course focuses on meat preparation and processing. The student will be responsible for the preparing of meats including beef, pork, poultry, fish, and seafood so they can be used for final preparations in the other stations of the kitchens. Upon completion, the student should be able to demonstrate an understanding of the principles in meat preparation and processing.

**CFS 204 FOUNDATIONS OF BAKING 3 Hrs.**  
PREREQUISITE: None.

This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, the student should be able to prepare and evaluate baked products.

**CFS 213 FOOD PURCHASING AND COST CONTROL 3 Hrs.**  
PREREQUISITE: None.

Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, the student should be able to apply effective purchasing techniques based on the end-use of the product.

**CFS 251 MENU DESIGN 2 Hrs.**  
PREREQUISITE: None.

This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, the student should be able to write, lay-out, and produce effective menus for a variety of

hospitality settings.

**CFS 260 INTERNSHIP FOR COMMERCIAL FOOD SERVICE 3 Hrs.**

PREREQUISITE: Permission of instructor. This course is designed to give students practical, on-the-job experiences in all phases of food service operations under the supervision of a qualified food service professional.

**CFS 299 SPECIAL TOPICS IN COMMERCIAL FOOD PREPARATION 3 Hrs.**

PREREQUISITE: Permission of instructor. This course provides instruction in special topics in commercial food preparation. Emphasis is placed on timely topics related to commercial food preparation and service and may be repeated as subject matter varies. Upon completion, the student should have an understanding of timely topics relative to the commercial food preparation industry.

### COMPUTERIZED NUMERICAL CONTROL (CNC)

**CNC 101 INTRODUCTION TO CNC 6 Hrs.**  
PREREQUISITE: None.

This is an introductory course with emphasis placed on the basic concepts and terminology of numerical control. Topics include Cartesian coordinate system, CNC principles, and machine capabilities. Student will gain an understanding of CNC machine tools and their usage.

**CNC 102 CNC TURNING OPERATIONS 6 Hrs.**  
PREREQUISITE: None.

This course is a study introducing the student to two-axis part programming. Applications of graphics programming and lathe set-up are also included. Students will learn to write CNC Turning programs, set-up, and operate the CNC lathe.

**CNC 103 MANUAL PROGRAMMING 6 Hrs.**  
PREREQUISITE: None.

This course will emphasize calculations for CNC machine tools. Topics will include G and M codes, radius programming, and cutter compensations. Student will learn to write a variety of CNC programs which can be used on the job as reference programs.

**CNC 104 CNC MILLING OPERATIONS 6 Hrs.**  
PREREQUISITE: None.

This is a course in programming and operation of the CNC Milling Machines. Applications include maintenance, safety, and production of machine parts through programming, set-up, and operation. Student will learn to produce finished parts on the CNC milling machines.

**CNC 111 INTRODUCTION TO COMPUTER NUMERICAL CONTROL****2 Hrs.**

PREREQUISITE: None.

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, the student should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

**CNC 142 APPLIED GEOMETRY FOR CNC MACHINE****3 Hrs.**

PREREQUISITE: None.

This course introduces applied geometry as it relates to CNC. Emphasis is placed on geometry applied to problem solving used to make calculations for machining parts for CNC from engineering drawings. Upon completion, the student should be able to solve problems required for planning, making, and checking of machined parts.

**CNC 143 APPLIED TRIGONOMETRY FOR CNC MACHINING****3 Hrs.**

PREREQUISITE: None.

This course introduces the concepts of applied trigonometry for CNC machining. Topics include computing unknown sides, angles, projection of auxiliary lines to solve two or more right triangles as it relates to CNC programming and precision machining. Upon completion, the student should be able to analyze and make computations in orderly steps to make and inspect parts.

**CNC 181/281 SPECIAL TOPICS IN COMPUTERIZED NUMERICAL CONTROL****3 Hrs.**

PREREQUISITE: None.

These courses provide specialized instruction in various areas related to CNC. Emphasis is placed on meeting student's needs.

**CNC 215 QUALITY CONTROL AND ASSURANCE****3 Hrs.**

PREREQUISITE: None.

This is an advanced course in parts inspection using Geometric Dimensioning and Tolerancing, and familiarization of the Coordinate Measuring Machine. Topics include part set-up, tolerance applications, maximum material and least material conditions, perpendicularity and point of intersection. Upon completion, the student should be able to inspect machined parts demonstrating an understanding of G.D.T. and C.M.M.

**CNC 216 QUALITY CONTROL II****3 Hrs.**

PREREQUISITE: None.

This course is a continuation of CNC 215. Topics include set-up, and operation of a CNC coordinate measuring machine. Students will learn to program and set up a complex part for inspection.

**CNC 217 TOOLING AND MACHINING DATA****3 Hrs.**

PREREQUISITE: None.

This course focuses on technical applications in cutting tool technologies. Emphasis is placed on machining data for material removal parameters on turning and milling machines. Students will learn tool selection, tool terminology, and material removal calculations.

**CNC 218 PROGRAMMING AND SET-UP FOR ELECTRICAL DISCHARGE MACHINING****6 Hrs.**

PREREQUISITE: None.

This course introduces the student to the concept of EDM (Electrical Discharge Machining). Topics include principles, programming techniques, set-up, and operation. Students will learn to produce basic machine parts.

**CNC 222 COMPUTER NUMERICAL CONTROL GRAPHICS: TURNING****3 Hrs.**

PREREQUISITE: None.

This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, the student should be able to develop a job plan using CAM software, include machine selection, tool selection, operational sequence, speed, feed, and cutting depth.

**CNC 223 COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING: MILLING****3 Hrs.**

PREREQUISITE: None.

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, the student should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

**CNC 227 INTRODUCTION TO STATISTICAL PROCESS CONTROL****3 Hrs.**

PREREQUISITE: None.

This is an introductory course in statistical process control of manufacturing processes. Topics include control charts, pareto diagrams, and cause - effect diagrams. Upon completion, the student is expected to perform basic functions in analysis and control of manufacturing processes.

**CNC 229 TOTAL QUALITY MANAGEMENT 3 Hrs.**

PREREQUISITE: None.

This is an introductory course designed to cover Total Quality Management (TQM) concepts. Topics include common direction, team building, statistical analysis, and problem solving skills and techniques. Upon completion, the student should acquire knowledge in TQM as it relates to the industrial setting.

**CNC 230 COMPUTER NUMERICAL CONTROL SPECIAL PROJECTS 3 Hrs.**

PREREQUISITE: None.

This course is designed to allow the student to work in the lab with limited supervision. The student is to enhance his or her proficiency levels on various CNC machine tools. Upon completion, the student is expected to plan, execute, and present results of advanced CNC products.

**CNC 234 PRECISION MACHINING PRACTICES 5 Hrs.**

PREREQUISITE: None.

This course is designed to teach construction, operation, and safety precautions of the JIG-BORE and hardinge chucker lathe. Topics include precision boring, facing head, and rotary table. Upon completion, the student should be able to manufacture parts with extreme close tolerance.

**COMPUTER SCIENCE (CIS)****CIS 117 DATABASE MANAGEMENT SOFTWARE APPLICATIONS 3 Hrs.**

PREREQUISITE: MTH 098 or MTH 100 or equivalent placement score, RDG 085 or equivalent placement score.

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.

**CIS 146 MICROCOMPUTER APPLICATIONS 3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course is an introduction to the most common software applications of microcomputers and includes "hands-on" use of microcomputers and some of the major commercial software. These software packages should include typical features of office suites, such as word processing, spreadsheets, database systems, and other features found in current software packages. Upon completion, the student should understand common applications and be able to utilize selected features of these packages.

**CIS 191 INTRO TO COMPUTER SCIENCE 3 Hrs.**

PREREQUISITE: MTH 100 or equivalent math placement score, RDG 085 or equivalent placement score.

This course introduces fundamental concepts, including an algorithmic approach to problem-solving via the design and implementation of programs in selected language such as Pascal, C, Ada, Visual Basic, or other appropriate languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays, and structures, and simple data structures are introduced. Upon completion, the student should be able to demonstrate knowledge of the subject through the completion of programming assignments and testing.

**CIS 193 INTRO TO COMPUTER PROGRAMMING LAB 1 Hr.**

COREQUISITE: CIS 191.

In the Programming laboratory, students develop and apply the basic programming skills taught in CIS 191.

**CIS 196A WORD PROCESSING 3 Hrs.**

PREREQUISITE: OAD 101, RDG 085 or equivalent placement score.

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is placed on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry standard software and generate appropriately formatted, accurate, and attractive business documents such as memos, letters, tables, and reports.

**CIS 196B ADVANCED WORD PROCESSING 3 Hrs.**

PREREQUISITE: OAD 125/CIS 196A, RDG 085 or equivalent placement score.

This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

**CIS 196C WORDPERFECT 3 Hrs.**

PREREQUISITE: OAD 101, RDG 085 or equivalent placement score.

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is placed on the utilization of software features to create, edit, and print common office documents. Upon completion,

the student should be able to demonstrate the ability to use industry-standard software and generate appropriately formatted, accurate, and attractive business documents such as memos, letters, tables, and reports. The State Department of Education refers to this course as Office Applications.

**CIS 196D THE ELECTRONIC OFFICE                    3 Hrs.**

PREREQUISITE: OAD 125/CIS 196A or OAD 231/CIS 196C or CIS 146, RDG 085 or equivalent placement score.

Electronic Office is designed to work with each of the four Microsoft Office program: Word, Excel, PowerPoint, and Access to create meaningful projects and perform business tasks. Students will learn how to streamline specific applications by integrating two or more of the Office programs, and how to use the World Wide Web to gather information. Upon completion, the student should be able to demonstrate the ability to use industry-standard software and generate appropriately formatted, accurate, and attractive business documents.

**CIS 196E MICROSOFT EXCEL                    3 Hrs.**

PREREQUISITE: OAD 101, RDG 085 or equivalent placement score.

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and outside lab. Emphasis is on spreadsheet terminology and design, common formulas, proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets. The State Department of Education refers to this course as Spreadsheet Applications.

**CIS 196F ELECTRONIC PUBLISHING                    3 Hrs.**

PREREQUISITE: OAD 101, RDG 085 or equivalent placement score.

This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and outside lab. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.

**CIS 196G MICROSOFT ACCESS AND  
POWERPOINT                    3 Hrs.**

PREREQUISITE: OAD 101, RDG 085 or equivalent placement score.

Access is a computer program used to enter, maintain, and retrieve related data in a format known as a data base. Upon completion, the student should be able to create a database, organize and update the data, prepare queries to find the needed information, and choose attractive and functional methods for viewing the information on screen and in printed reports. PowerPoint is a presentation graphics program that is used to organize and present information directly from a computer or printed for distribution. Upon completion, the student should be able to prepare a PowerPoint presentation, modify a presentation, format slides, add visual appeal and animation to presentations, share and connect data, link and embed objects and files, and save a presentation as a Web site. The State Department of Education refers to this course as Database Applications.

**CIS 196H QUICKBOOKS I COMMERCIAL SOFTWARE  
APPLICATIONS                    3 Hrs.**

PREREQUISITE: OAD 137, BUS 241 and BUS 242, RDG 085 or equivalent placement score.

This is a "hands-on" introduction of the Quickbooks program, with the emphasis being primarily on use of an existing ledgers and accounts.

**CIS 197A QUICKBOOKS II ADVANCED  
COMMERCIAL SOFTWARE  
APPLICATIONS                    3 Hrs.**

PREREQUISITE: CIS 196H.

This is a "hands-on" introduction to the Quickbooks program, with the emphasis being construction of ledgers and financial management systems using advanced features of this program.

**CIS 203 INTRODUCTION TO THE  
INFORMATION HIGHWAY                    3 Hrs.**

PREREQUISITE: CIS 146.

This course introduces the student to the basic principles of the information highway. Students will be exposed to different network information tools such as electronic mail, network news, gophers, the World Wide Web, browsers, commercial information services and the use of appropriate editors or software to introduce construction of Web environments.

**CIS 212 VISUAL BASIC                    3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course is a continuation of CIS 211, with emphasis being on BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics such as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student should be able to demonstrate knowledge of



COS 115	<b>HAIR COLORING THEORY</b>	<b>3 Hrs.</b>	COS 125	<b>CAREER AND PERSONAL DEVELOPMENT</b>	<b>3 Hrs.</b>
	PREREQUISITE: COS 111, COS 112, COS 125, and COS 143			PREREQUISITE: None.	
	COREQUISITE: COS 113, COS 114, COS 116			COREQUISITE: COS 111, COS 112, and COS 143	
	In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color, and problem solving. Upon completion, the student should be able to identify all classifications of hair coloring and the effects on the hair.			Esthetics Only: COREQUISITE: COS 134, COS 135 and COS 168	
COS 116	<b>HAIR COLORING LAB</b>	<b>3 Hrs.</b>	Nail Technician Only: COREQUISITE: COS 151 and COS 152		
	PREREQUISITE: None.				
	COREQUISITE: COS 113, COS 114 and COS 115.				
	In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test, and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student should be able to perform procedures for hair coloring and hair lightening.				
COS 117	<b>BASIC SPA TECHNIQUES</b>	<b>3 Hrs.</b>	COS 133	<b>SALON MANAGEMENT TECHNOLOGY</b>	<b>3 Hrs.</b>
	PREREQUISITE: COS 111, COS 112, COS 114, COS 115, COS 116, COS 125 COS 113, and COS 143			PREREQUISITE: COS 111, COS 112, COS 114, COS 115, COS 116, COS 125, COS 117, COS 118, COS 132, COS 113 COS 143, COS 144, and COS 158	
	COREQUISITE: COS 118, COS 144, and COS 158			COREQUISITE: COS 167, COS 182, and COS 191	
	This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student should be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care.				
COS 118	<b>BASIC SPA TECHNIQUES LAB</b>	<b>3 Hrs.</b>			
	PREREQUISITE: COS 111, COS 112, COS 114, COS 115, COS 116, COS 125, COS 113, and COS 143				
	COREQUISITE: COS 117, COS 144, and COS 158				
	This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care.				
COS 134	<b>ADVANCED AESTHETICS</b>	<b>3 Hrs.</b>	COS 134	<b>ADVANCED AESTHETICS</b>	<b>3 Hrs.</b>
	PREREQUISITE: None.			PREREQUISITE: None.	
	COREQUISITE: COS 125, COS 135 and COS 168.				
	This course includes an advanced study of anatomy and physiology relating to skin care, cosmetic chemistry, histology of the skin, and massage and facial treatments. Upon completion, the student should be able to discuss the functions of the skin, effects of chemicals on skin, different types of massage and benefits, and key elements of the basic facial treatment.				
COS 135	<b>ADVANCED AESTHETICS APPLICATIONS</b>	<b>3 Hrs.</b>	COS 135	<b>ADVANCED AESTHETICS APPLICATIONS</b>	<b>3 Hrs.</b>
	PREREQUISITE: None.			PREREQUISITE: None.	
	COREQUISITE: COS 125, COS 134 and COS 168.				
	This course provides advanced practical applications related to skin care. Principal topics include massage techniques, various facial treatments, proper product application through skin analysis, and introduction to ingredients and treatments used by the aesthetician. Upon completion, the student should be able to perform various massage techniques, prescribe proper type of facial treatment				

and product, and demonstrate facials using any of the eight functions of the facial machine.	<b>COS 154 NAIL ART APPLICATIONS</b> 3 Hrs. PREREQUISITE: COS 151, COS 152, and COS 125.
<b>COS 143 SPECIALTY HAIR PREPARATION TECHNIQUES</b> 3 Hrs. PREREQUISITE: None. COREQUISITE: COS 111, COS 112, and COS 125. This course focuses on the theory and practice of hair designing. Topics include creating styles using basic and advanced techniques of back combing, up sweeps, and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for hair designing.	<b>COS 155 HAIR SHAPING AND DESIGN</b> 3 Hrs. PREREQUISITE: COS 111, COS 112, COS 114, COS 115, COS 116, COS 125, COS 113 and COS 143. COREQUISITE: COS 117, COS 118 and COS 158. In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.
<b>COS 151 NAIL CARE</b> 3 Hrs. PREREQUISITE: None. COREQUISITE: COS 125 and COS 152. This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services.	<b>COS 152 NAIL CARE APPLICATIONS</b> 3 Hrs. PREREQUISITE: COS 151 and COS 125. COREQUISITE: COS 151 and COS 125. This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring and pedicuring. Upon completion, the student should be able to perform nail care procedures.
<b>COS 153 NAIL ART</b> 3 Hrs. PREREQUISITE: COS 151, COS 152, and COS 125. COREQUISITE: COS 154, COS 162, and COS 191. This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to identify the different types of sculptured nails and recognize the different techniques of nail art.	<b>COS 156 FACIAL TREATMENTS</b> 3 Hrs. PREREQUISITE: COS 134, COS 135, COS 168, and COS 125. COREQUISITE: COS 164 and COS 169. This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, the student should be able to apply facial treatments according to skin type.
<b>COS 157 FACIAL MACHINE</b> 3 Hrs. PREREQUISITE: COS 125, COS 134, COS 135 and COS 168. COREQUISITE: COS 163, COS 164, and COS 169. This is a course designed to provide practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machine and apparatus, use of the magnifying lamp, and light therapy. Upon completion, the student should be able to demonstrate an understanding of electrical safety and skills in the use of facial machines.	<b>COS 158 EMPLOYABILITY SKILLS</b> 3 Hrs. PREREQUISITE: COS 111, COS 112, COS 114, COS 115, COS 116, COS 125, COS 113, and COS 143. COREQUISITE: COS 117, COS 118, and COS 144. This course provides the study of marketable skills to prepare the student to enter the workforce. Emphasis is placed on resumes, interviews, client and business relations, personality, computer literacy, and attitude. Upon completion, the student should be prepared to obtain employment in the field for which they have been trained.
<b>COS 160 SPECIAL TOPICS IN COSMETOLOGY</b> 3 Hrs. PREREQUISITE: COS 151, COS 152, and COS 125. COREQUISITE: COS 153, COS 154, and COS 191. This course is designed to allow students to explore issues relevant to the profession of cosmetology. Upon completion, the student should have developed new skills in areas of specialization for the cosmetology profession.	<b>COS 161 FACIAL TREATMENTS</b> 3 Hrs. PREREQUISITE: COS 134, COS 135, COS 168, and COS 125. COREQUISITE: COS 164 and COS 169. This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, the student should be able to apply facial treatments according to skin type.
<b>COS 162 FACIAL MACHINE</b> 3 Hrs. PREREQUISITE: COS 125, COS 134, COS 135 and COS 168. COREQUISITE: COS 163, COS 164, and COS 169. This is a course designed to provide practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machine and apparatus, use of the magnifying lamp, and light therapy. Upon completion, the student should be able to demonstrate an understanding of electrical safety and skills in the use of facial machines.	

COS 165	<b>RELATED SUBJECTS AESTHETICIANS</b>	<b>3 Hrs.</b>	COS 182	<b>SPECIAL TOPICS</b>	<b>3 Hrs.</b>
	PREREQUISITE: COS 125, COS 134, COS 135, COS 163, COS 164, COS 168, and COS 169.			PREREQUISITE: COS 111, COS 112, COS 114, COS 115, COS 116, COS 125, COS 117, COS 118, COS 143, COS 144, and COS 158.	
	COREQUISITE: COS 181 and COS 191.			COREQUISITE: COS 133, COS 167, and COS 191.	
	This course includes subjects related to the methods for removing unwanted hair. This course includes such topics as electrolysis information and definitions, safety methods of permanent hair removal, the practice of removal of superfluous hair, and the use of depilatories. Upon completion, the student should be able to apply depilatories and practice all safety precautions.			These courses provide for instruction unique to various areas of the cosmetology industry. Emphasis is on meeting individual student needs.	
COS 167	<b>STATE BOARD REVIEW</b>	<b>3 Hrs.</b>	COS 191	<b>CO-OP</b>	<b>3 Hrs.</b>
	PREREQUISITE: COS 111, COS 112, COS 114, COS 115, COS 116 COS 125, COS 117, COS 118, COS 113, COS 143, COS 144, and COS 158.			PREREQUISITE: COS 111, COS 112, COS 114, COS 117, COS 116, COS 125, COS 117, COS 118, COS 141, COS 143, COS 144, and COS 158.	
	COREQUISITE: COS 133, COS 182, and COS 191 .			Esthetics Only: PREREQUISITES: COS 125, COS 134, COS 135, COS 163, COS 164, COS 168, and COS 169.	
	The student is provided a complete review of all procedures and practical skills pertaining to his or her training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to successfully complete the required State Board of Cosmetology examination and entry-level employment.			COREQUISITE: COS 165, and COS 181.	
COS 168	<b>BACTERIOLOGY AND SANITATION</b>	<b>3 Hrs.</b>		This course provides work experience with a College-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, the student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.	
	PREREQUISITE: None.				
	COREQUISITE: COS 125, COS 134 and COS 135				
	In this skin care course, emphasis is placed on the decontamination, infection control, and safety practiced in the esthetics facility. Topics covered include demonstration of sanitation, sterilization methods, and bacterial prevention. Upon completion, the student should be able to properly sanitize facial implements and identify non-reusable items.				
COS 169	<b>SKIN FUNCTIONS</b>	<b>3 Hrs.</b>			
	PREREQUISITE: COS 125, COS 134, COS 135, and COS 168.				
	COREQUISITE: COS 163 and COS 164.				
	This course introduces skin functions and disorders. Topics include practical application for skin disorder treatments, dermabrasion, and skin refining. Upon completion, the student should be able to demonstrate procedures for acne, facials, and masks for deeper layers and wrinkles.				
COS 181	<b>SPECIAL TOPICS</b>	<b>3 Hrs.</b>			
	PREREQUISITE: COS 125, COS 134, COS 135, COS 163, COS 164, COS 168, and COS 169.				
	COREQUISITE: COS 165 and COS 191.				
	These courses provide for instruction unique to various areas of the cosmetology industry. Emphasis is on meeting individual student needs.				
CIT 211	<b>COSMETOLOGY INSTRUCTOR TRAINING (CIT)</b>				
	<b>TEACHING AND CURRICULUM DEVELOPMENT</b>				<b>3 Hrs.</b>
	PREREQUISITE: None.				
	COREQUISITE: CIT 212 and CIT 213.				
	This course focuses on principles of teaching, teaching maturity, personality conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans.				
CIT 212	<b>TEACHER MENTORSHIP</b>				<b>3 Hrs.</b>
	PREREQUISITE: None.				
	COREQUISITE: CIT 211 and CIT 213.				
	This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.				
CIT 213	<b>LESSON PLAN DEVELOPMENT</b>				<b>3 Hrs.</b>
	PREREQUISITE: None.				
	COREQUISITE: CIT 211 and CIT 212.				

The course introduces students to methods for developing lesson plans. Emphasis is placed on writing lesson plans and on the four-step teaching plan. Upon completion, the student should be able to write daily lesson plans and demonstrate the four-step teaching method.

**CIT 221 LESSON PLAN IMPLEMENTATION 3 Hrs.**  
**PREREQUISITE:** CIT 211, CIT 212, and CIT 213.  
**COREQUISITE:** CIT 222 and CIT 223.

This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, the student should be able to prepare and present a lesson using the four step teaching method.

**CIT 222 INSTRUCTIONAL MATERIALS AND METHODS 3 Hrs.**  
**PREREQUISITE:** CIT 211, CIT 212, and CIT 213.  
**COREQUISITE:** CIT 221 and CIT 223.

This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, the student should be able to prepare teaching aids and determine their most effective use.

**CIT 223 INSTRUCTIONAL MATERIALS AND METHODS APPLICATIONS 3 Hrs.**  
**PREREQUISITE:** CIT 211, CIT 212, and CIT 213.  
**COREQUISITE:** CIT 221 and CIT 222

This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four step lesson plan.

## **CRIMINAL JUSTICE (CRJ)**

**CRJ 100 INTRODUCTION TO CRIMINAL JUSTICE 3 Hrs.**

**PREREQUISITE:** ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

**CRJ 110 INTRODUCTION TO LAW ENFORCEMENT 3 Hrs.**  
**PREREQUISITE:** ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course examines the history and philosophy

of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.

**CRJ 140 CRIMINAL LAW AND PROCEDURE 3 Hrs.**  
**PREREQUISITE:** ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are also covered.

**CRJ 147 CONSTITUTIONAL LAW 3 Hrs.**  
**PREREQUISITE:** ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals, such as right to counsel, search and seizure, due process, and civil rights.

**CRJ 177 CRIMINAL AND DEVIANT BEHAVIOR 3 Hrs.**  
**PREREQUISITE:** ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course analyzes criminal and deviant behavior systems. An emphasis is placed on sociological and psychological theories of crime causation.

**CRJ 178 NARCOTICS/DANGEROUS DRUGS 3 Hrs.**  
**PREREQUISITE:** ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course surveys the history and development of drug abuse in society. Theories of drug abuse, identification and classification of drugs are covered. Strategies for combating the drug problem are discussed.

**CRJ 216 POLICE ORGANIZATION AND ADMINISTRATION 3 Hrs.**  
**PREREQUISITE:** ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.

**CRJ 220 CRIMINAL INVESTIGATION 3 Hrs.**  
**PREREQUISITE:** ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized.

<b>CRJ 226</b>	<b>FINGERPRINT SCIENCE</b>	<b>3 Hrs.</b>
	PREREQUISITE: ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.	
	This course involves the history, classification, and current procedures of handling latent fingerprints. Latent print examination, filing, and courtroom presentations are considered.	
<b>CRJ 227</b>	<b>HOMICIDE INVESTIGATION</b>	<b>3 Hrs.</b>
	PREREQUISITE: ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.	
	This course covers the principles, techniques, and strategies of homicide investigation. Topics emphasized include ballistics, pathology, toxicology, immunology, jurisprudence, and psychiatry.	
<b>CRJ 230</b>	<b>CRIMINALISTICS</b>	<b>3 Hrs.</b>
	PREREQUISITE: ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.	
	This course surveys the different techniques of scientific investigation. Emphasis is given to ballistics, photography, fingerprints, DNA, trace evidence, body fluids, casts, and the like.	
<b>CRJ 236</b>	<b>ADVANCED CRIMINALISTICS</b>	<b>3 Hrs.</b>
	PREREQUISITE: ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.	
	This course covers the collection, handling, and analysis of evidence from crime scene to laboratory to courtroom. Topics include hair, fibers, body fluids, firearms, glass, paint, drugs, documents, etc. Laboratory experience may be utilized.	
<b>CRJ 238</b>	<b>CRIME SCENE INVESTIGATION</b>	<b>3 Hrs.</b>
	PREREQUISITE: ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.	
	This course examines the fundamentals of crime scene investigation. Measuring and sketching the scene, photography, evidence collection and preservation, and courtroom procedures are considered.	
<b>CRJ 280</b>	<b>INTERNSHIP IN CRIMINAL JUSTICE</b>	<b>1-3 Hrs.</b>
	PREREQUISITE: CRJ 230.	
	This course involves practical experience with a criminal justice agency under faculty supervision. Permission of the instructor is required. This course may be repeated with the approval of the department head.	

<b>CRJ 290</b>	<b>SELECTED TOPICS: SEMINAR IN CRIMINAL JUSTICE</b>	<b>1-3 Hrs.</b>
	PREREQUISITE: ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.	
	This course involves reading, research, writing, and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head.	
	<b>CULINARY ARTS/CHEF TRAINING (CUA)</b>	
<b>CUA 101</b>	<b>ORIENTATION TO THE HOSPITALITY PROFESSION</b>	<b>3 Hrs.</b>
	PREREQUISITE: None.	
	This course introduces various facets and opportunities within the hospitality profession. The intent is for students to gain a broad base of information relative to the hospitality industry. Emphasis is placed on having students comprehend their role as a hospitality industry professional. Topics include an overview of the hospitality profession, knowledge and skills necessary for successful employment, the impact of the hospitality profession on society, issues that impact on various segments of the hospitality profession, and emerging trends.	
<b>CUA 102</b>	<b>CATERING</b>	<b>2 Hrs.</b>
	PREREQUISITE: None.	
	This course includes the theory and practice of operating a catering business. Topics include food production and management related to catering and other special services. Upon completion, the student will have a working knowledge of the principles involved in operating a catering business.	
<b>CUA 110</b>	<b>BASIC FOOD PREPARATION</b>	<b>3 Hrs.</b>
	PREREQUISITE: None.	
	COREQUISITE: CUA 120.	
	In this course students acquire fundamental knowledge and skills in preparing a variety of basic foods. Specific topics include safety, the history of food service, professional standards of conduct and ethics, credentialing, the kitchen brigade, tools, and techniques for preparing various types of food items.	
<b>CUA 111</b>	<b>FOUNDATIONS IN NUTRITION</b>	<b>3 Hrs.</b>
	PREREQUISITE: None.	
	This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition, essential nutrients and their relation to the growth, maintenance and functioning of the body, nutritional requirements of different age levels and economic and cultural influences on food selection. Upon completion, the student should be able to apply the basic principles of meal planning.	

**CUA 112 SANITATION, SAFETY, AND FOOD SERVICE****2 Hrs.**

PREREQUISITE: None.

This course introduces the basic principles of sanitation and safety to food service handling including purchasing, storing, preparation and serving. Specific topics include the dangers of microbial contaminants, food allergens and foodborne illness, safe handling of food, the flow of food, and food safety management systems. At the conclusion of this course students should be prepared to test for ServSafe® certification. The content of this course is foundational for all culinary arts classes.

**CUA 113 TABLE SERVICE****2 Hrs.**

PREREQUISITE: None.

This course is a guide for the modern wait staff. Topics include laying the cover, taking the order, surveying of different styles of table service from the casual to the very formal, tabulating and presenting the bill, and busing and turning the table. Upon completion, the student should be able to demonstrate proficiency in the art of table service.

**CUA 114 MEAL MANAGEMENT****3 Hrs.**

PREREQUISITE: CUA 110.

This course covers the principles of meal management. Topics include menu planning, food selection, recipe standardization, food preparation, and meal service for all phases of food service. Upon completion, the student should be able to apply efficient work habits, sanitation and safety in the kitchen.

**CUA 115 ADVANCED FOOD PREPARATION****3 Hrs.**

PREREQUISITE: CUA 110.

In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, the student should develop advanced skills in food preparation and meal management.

**CUA 120 BASIC FOOD PREPARATION LAB****2 Hrs.**

PREREQUISITE: None.

CORREQUISITE: CUA 110.

In this course, students apply food preparation and meal management skills in all areas of food service. Emphasis is placed on management and technical skills needed to operate a restaurant. Upon completion, the student should develop advanced skills in food preparation and meal management.

**CUA 122 FUNDAMENTALS OF QUANTITY COOKING****3 Hrs.**

PREREQUISITE: CUA 110.

This course covers the principles and methods

of quality cooking. Topics include weights and measures, costing and converting of recipes, vocabulary and standard abbreviations, health department regulations and inspection, and food production forms and records. Upon completion, the student should have a basic knowledge of the principles of quantity food production.

**CUA 132 FOOD PREPARATION AND THE HEALTH CARE INDUSTRY****3 Hrs.**

PREREQUISITE: None.

This course introduces students to food preparation and service in the health care industry. Emphasis will be placed on using medical dictionaries and reading charts for therapeutic diet instruction, and designing and creating menus and diet programs for special client populations. Upon completion, the student should be able to read and interpret medical terms, and demonstrate knowledge about food service in the health care industry.

**CUA 134 CULINARY FRENCH****2 Hrs.**

PREREQUISITE: None.

This course covers classical French vocabulary and culinary terms. Emphasis is placed on basic French menu terms describing techniques and equipment. Upon completion, the student should have a basic understanding of French terminology as it relates to the food industry.

**CUA 141 FOOD PRODUCTION FOR SPECIAL OPERATIONS****3 Hrs.**

PREREQUISITE: None.

This course covers menu planning principles, food preparation, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topics include fast food cookery, convenience-store food service, supermarkets, delicatessens, and take-out venue. Upon completion, the student should be able to plan, organize, and prepare food service items for special operations.

**CUA 181/182 SPECIAL TOPICS IN CULINARY ARTS****3 Hrs.**

PREREQUISITE: None.

These courses provide specialized instruction in various areas related to the culinary arts industry. Emphasis is placed on meeting the student's needs.

**CUA 183 CULINARY ART SCULPTURE****3 Hrs.**

PREREQUISITE: None.

This course includes the notion of fantasies that accompany the sculpturing motion with food. Work on centerpieces for all occasions will be included. The student will be exposed to a variety of three-dimensional edible mediums from walking cakes to salt dough.

**CUA 201 MEAT PREPARATION AND PROCESSING****2 Hrs.**

PREREQUISITE: None.

This course focuses on meat preparation and processing. Students will be responsible for the preparing of meats including beef, pork, poultry, fish, and seafood so they can be used for final preparations in other stations of the kitchens. Upon completion, the student should be able to demonstrate an understanding of the principles in meat preparation and processing.

**CUA 202 AROMATIC AND FLAVORING COMBINATIONS****3 Hrs.**

PREREQUISITE: None.

The student should learn the difference between spices and herbs. The student should further learn the categories of herbs and spices which enable them to create his or her finest dishes. The student should learn the world renowned spice blends, and dry seasonings rubs. A strong emphasis will be placed on the huge variety of chili peppers.

**CUA 203 STOCKS AND SAUCES****3 Hrs.**

PREREQUISITE: None.

This course challenges the student to the greatest tests of a chef's skills. Whether they are classic or contemporary, good sauces demand the highest technical expertise. The student should learn why or why not a particular sauce will go with a particular dish. The student will focus on brown and white stocks; consommé's, fumets and essences; glazes and roux's. The student should further develop mother sauces and compound sauces.

**CUA 204 FOUNDATIONS OF BAKING****3 Hrs.**

PREREQUISITE: None.

This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, the student should be able to prepare and evaluate baked products.

**CUA 205 INTRO TO GARDE MANGER****3 Hrs.**

PREREQUISITE: CUA 110.

This course is designed to develop skills in the art of Garde Manger. Topics include pates, terrines, galantines, ice and tallow carving, chaud-froid/aspic work, charcuterie, smoking, canapés, hor d'oeuvres, and related food items. Upon completion, the student should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate show pieces.

**CUA 206 ADVANCED GARDE MANGER****1-3 Hrs.**

PREREQUISITE: CUA 205.

This course is a continuation of skill development in the art of Garde Manger. Major topics to be covered include preparation of gourmet foods, application of cold food fabrications and display, sausage making, ice carving, and carving decorative substances to produce buffets. Upon completion, the student should be able to lay out a basic cold food display and exhibit an understanding of the cold kitchen and its related terminology.

**CUA 208 ADVANCED BAKING****2 Hrs.**

PREREQUISITE: CUA 204.

This course is a continuation of CUA 204. Topics include specialty breads, pastillage, marzipan, chocolate, pulled-sugar, confections, classic desserts, pastries, and cake decorating. Upon completion, the student should be able to demonstrate pastry preparation and plating, cake decorating, and show-piece production skills.

**CUA 210 BEVERAGE MANAGEMENT****2 Hrs.**

PREREQUISITE: None.

This is a survey course of basic alcoholic and non-alcoholic beverages as they relate to food service. Topics include wine and food appreciation and laws related to alcohol services. Upon completion, the student should be able to determine what beverages compliment various cuisines and particular tastes.

**CUA 213 FOOD PURCHASING AND COST CONTROL****3 Hrs.**

PREREQUISITE: None.

Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, the student should be able to apply effective purchasing techniques based on the end-use of the product.

**CUA 214 INTERNATIONAL CUISINE****3 Hrs.**

PREREQUISITE: CUA 110.

This course focuses on various cuisines from countries and regions throughout the world. Students will prepare complete menus reflective of the culture and goods of these countries and regions with emphasis on ingredients and authentic preparation methods. Upon completion, the student should be able to research and execute international menus.

**CUA 215 REGIONAL CUISINES OF THE AMERICAS****3 Hrs.**

PREREQUISITE: CUA 110.

This course provides a brief history of the ancient American foods that enhanced the world's cuisines.

Emphasis is placed on how these foods influenced the "American Cuisines" of today. Upon completion, the student should be able to research and execute regional American cuisines.

**CUA 220 INTRODUCTION TO PATISSERIE      3 Hrs.**

PREREQUISITE: None.

This is an introductory course to patisserie. Emphasis is placed on individual desserts, blown sugars, pulled sugar, pastillage gum paste, nougat. Upon completion, the student should be able to plan, execute, and evaluate dessert platters, individual plated desserts, and show pieces.

**CUA 251 MENU DESIGN      2 Hrs.**

PREREQUISITE: None.

This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, the student should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

**CUA 260 INTERNSHIP FOR CULINARY APPRENTICE      3 Hrs.**

PREREQUISITE: CUA Majors.

This course is designed to give students practical, on-the-job experiences in all phases of food service operations under the supervision of a qualified chef and coordinated with the College instructor. This course may be repeated for credit.

**CUA 271 MANAGEMENT OF FOOD AND BEVERAGE SERVICE      3 Hrs.**

PREREQUISITE: None.

This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints and sales and merchandising. Upon completion, the student should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.

**DANCE (DNC)**

**DNC 110 INTRODUCTION TO DANCE STYLES      2 Hrs.**

PREREQUISITE: None.

This course is an introduction to dance styles.

**DNC 121 ELEMENTARY BALLET      2 Hrs.**

PREREQUISITE: None.

This course is a studio course in classical ballet at the elementary level. Offered in the fall semester.

**DNC 143/144 BALLET I and II      3 Hrs.**

PREREQUISITE: Previous training is essential

before taking these courses.

These courses offer intensive training in classical ballet for students intending to major in dance. Intermediate level technique is studied, emphasizing posture and placement. The student is evaluated on his or her ability to perform the work to the required standard.

**DNC 160 DANCE WORKSHOP I      1-2 Hrs.**

PREREQUISITE: None.

This course provides practical experience in the production and performance of a dance presentation, including sound, lighting, choreography, rehearsal, costuming, make-up, and other aspects of dance presentation.

**DNC 161 DANCE WORKSHOP II      1-2 Hrs.**

PREREQUISITE: DNC 160.

This course is a continuation of DNC 160.

**DNC 243/244 BALLET III and IV      3 Hrs.**

PREREQUISITE: DNC 144 or permission of instructor.

This course covers ballet technique at advanced level emphasizing performance quality, musicality, and classical style.

**DIESEL MECHANICS (DEM)**

**DEM 104 BASIC ENGINES      3 Hrs.**

PREREQUISITE: None.

This course is designed to give the student knowledge of the diesel engine components and auxiliary systems, the proper way to maintain them, and the proper procedures for testing and rebuilding components. Emphasis is placed on safety, theory of operation, inspection, and measuring and rebuilding diesel engines according to factory specifications. Upon completion, the student should be able to measure, diagnose problems, and repair diesel engines.

**DEM 105 PREVENTIVE MAINTENANCE      3 Hrs.**

PREREQUISITE: None.

This course provides instruction on how to plan, develop and install equipment surveillance and reliability strategies. Descriptions of various maintenance techniques for specialized preventive programs are discussed and computerized parts and equipment inventories and fleet management systems software are emphasized. Upon completion, the student should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

**DEM 106 HEAVY EQUIPMENT OPERATIONS      3 Hrs.**

PREREQUISITE: None.

This course provides instruction in heavy equipment operation. Emphasis is placed on the operation of

graders, dozers, packers, pans, cranes, draglines, and other equipment. Upon completion, the student should be able to diagnose, adjust, or repair new or used heavy equipment.

**DEM 110 DIESEL POWERED AUXILIARY EQUIPMENT**                   **3 Hrs.**

PREREQUISITE: None.

This course provides instruction in diesel powered auxiliary equipment. Topics covered include the application of diesel engines to generators, pumps, refrigeration, drilling, boring machines, and marine power units. Upon completion, the student should be able to test, troubleshoot, diagnose, and repair diesel powered auxiliary equipment.

**DEM 111 EQUIPMENT SAFETY/MECHANICAL FUNDAMENTALS**                   **3 Hrs.**

PREREQUISITE: None.

This course provides instruction in the fundamentals of vehicle operation and safety when basic service work is to be performed in the shop. Topics include service manuals, mechanical fundamentals, preventive maintenance and component adjustment. Upon completion, students should be able to demonstrate knowledge of the fundamentals of vehicle operation and safety in the shop.

**DEM 114 FLUID POWER COMPONENTS**                   **3 Hrs.**

PREREQUISITE: None.

This course is designed to provide the fundamental knowledge of hydraulic and pneumatic components currently in use on mobile as well as stationary equipment. Instruction is provided in the identification and repair of various pumps, motor, valves, heat exchangers, and cylinders. Upon completion, the student should be able to diagnose, service, and repair hydraulic and pneumatic components.

**DEM 115 HEAVY VEHICLE COLLISION REPAIR**                   **3 Hrs.**

PREREQUISITE: None.

This course provides instruction in heavy vehicle collision repair. Topics include estimating damage, removal, repair, or replacement of components, and the refinishing of medium and heavy duty cabs and chassis. Upon completion, the student should be able to analyze and perform repairs to a vehicle which has received structural damage.

**DEM 116 TRACK VEHICLE DRIVE TRAINS**                   **3 Hrs.**

PREREQUISITE: None.

This course provides instruction in track vehicles and drive trains. Emphasis is placed on track frame roller, rail, steering clutch, axle, and driveline building and repair. Upon completion, the student should be able to identify, research specifications, repair, and adjust drive train components.

**DEM 117 DIESEL AND GAS TUNE-UP**                   **3 Hrs.**

PREREQUISITE: None.

This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, the student should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.

**DEM 118 INDUSTRIAL AND AGRICULTURAL EQUIPMENT**                   **3 Hrs.**

PREREQUISITE: None.

This course provides instruction in the fundamentals of agricultural and industrial tractor repair, maintenance, and basic service procedures. Emphasis is placed on operating and troubleshooting, combines, hoes, bailers, loaders, and other equipment. Upon completion, the student should be able to diagnose, adjust, and repair new or used industrial and agricultural equipment.

**DEM 119 BEARINGS AND LUBRICANTS**                   **3 Hrs.**

PREREQUISITE: None.

This course focuses on roller, ball and shell bearing design and application. Topics include vehicle and industrial bearings and lubrication requirements. Upon completion, the student should be able to diagnose related problems and service and replace bearings.

**DEM 120 MEDIUM AND HEAVY VEHICLE CAB SYSTEMS**                   **3 Hrs.**

PREREQUISITE: None.

This course provides instruction in the diagnosis and repair of medium and heavy vehicle cab and cargo systems. Topics include hydraulics, HVAC and other systems of control. Upon completion, the student should be able to identify, repair, and adjust medium and heavy cab and cargo systems.

**DEM 122 HEAVY VEHICLE BRAKES**                   **3 Hrs.**

PREREQUISITE: None.

This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include air, hydraulic, and ABS system diagnosis, and repair. Upon completion, the student should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles.

**DEM 123 PNEUMATICS AND HYDRAULICS**                   **3 Hrs.**

PREREQUISITE: None.

This course provides instruction in the identification and repair of components found in hydraulic systems. Topics include schematics, circuits, and symbols used in fluid power transmission and the



symbols used in fluid power transmission and the troubleshooting of components in these systems. Upon completion, the student should be able to diagnose, adjust, and repair hydraulic system components.

**DEM 159 HEAVY VEHICLE DRIVE TRAINS II 3 Hrs.**

PREREQUISITE: None

This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs, slider idler clutches, friction clutches, mechanical transmission power components, and hydraulics. Upon completion, the student should be able to diagnose, inspect, and repair mechanical transmissions.

**DEM 170 HEAVY VEHICLE AIR BRAKES 3 Hrs.**

PREREQUISITE: None.

This course covers the theory and repair of air braking systems used in medium and heavy duty vehicles. Topics include air, and ABS system diagnosis and repair. Upon completion, the student should be able to troubleshoot, adjust, and repair air braking systems on medium and heavy duty vehicles.

**DEM 180 SPECIAL PROJECTS IN COMMERCIAL VEHICLES 3 Hrs.**

PREREQUISITE: None.

This course provides specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs.

**DEM 181/182 SPECIAL TOPICS IN DIESEL MECHANICS 3 Hrs.**

PREREQUISITE: None.

These courses provide specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs.

**DEM 183 SPECIAL TOPICS IN POWER TRAIN 3 Hrs.**

PREREQUISITE: None.

This course provides specialized instruction in various areas related to the power train in the diesel mechanics industry. Emphasis is placed on meeting student's needs.

**DEM 184 SPECIAL TOPICS IN HEAVY DUTY BRAKES,STEERING, AND SUSPENSION 3 Hrs.**

PREREQUISITE: None.

This course provides specialized instruction in various areas related to heavy duty brakes, steering, and suspension systems in the diesel mechanics industry. Emphasis is placed on meeting student's needs.

**DEM 185 SPECIAL TOPICS IN HYDRAULICS 3 Hrs.**

PREREQUISITE: None.

This course provides specialized instruction in various areas related to hydraulic systems in the diesel mechanics industry. Emphasis is placed on meeting student's needs.

**DEM 186 SPECIAL PROJECTS IN COMMERCIAL VEHICLES 3 Hrs.**

PREREQUISITE: None.

This course provides specialized instruction in various areas related to the diesel mechanics industry. Emphasis is placed on meeting student's needs.

**DEM 191 SPECIAL PROJECTS IN DIESEL MECHANICS 3 Hrs.**

PREREQUISITE: None.

This course provides information on current trends in diesel mechanics as they relate to employment responsibilities. Topics may vary by term to reflect relevant training needs by the industry.

**DEM 192 CO-OP ELECTIVE 3 Hrs.**

PREREQUISITE: None.

This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

**DEM 193 PRACTICUM 3 Hrs.**

PREREQUISITE: None.

This course provides work experience in selected areas to enhance the student's manipulative skills.

**DEM 194 CO-OP ELECTIVE 3 Hrs.**

PREREQUISITE: None.

This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

**DEM 195 CO-OP ELECTIVE 3 Hrs.**

PREREQUISITE: None.

This course allows the student to work parallel in a job closely related to the student's major while attending college. The grade is based on the employer's evaluation of the student's productivity, an evaluation work report submitted by the student, and the student's learning contract.

**DEM 196 CO-OP ELECTIVE 1 Hr.**

PREREQUISITE: None.

This course allows the student to work parallel in a job closely related to the student's major



**DDT 126 SECTIONS AND CONVENTIONAL PRACTICE** 3 Hrs.  
PREREQUISITE: DDT 111 and DDT 124.

This course provides techniques for representing more or less complicated interiors of parts that cannot be shown clearly by means of hidden lines. Topics include visualization and development of all standard sectional views, section lining, and associated conventional practices used by the drafter. Upon completion, the student should be able to select appropriate sectional views to represent more or less complex interior detail and execute detailed drawings as selected using orthographic multi-view projection and conventional practices.

**DDT 127 INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN** 3 Hrs.  
PREREQUISITE: DDT 104.

This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software.

**DDT 128 INTERMEDIATE TECHNICAL DRAWING** 3 Hrs.  
PREREQUISITE: DDT 111 and DDT 124.

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings, auxiliary view, basic space geometry, and pictorial drawings. Upon completion, the student should be able to project and develop auxiliary views, locate and specify points, lines and planes in space, develop axonometric, oblique, and perspective drawings.

**DDT 130 FUNDAMENTALS OF DRAFTING FOR RELATED TRADES** 3 Hrs.  
PREREQUISITE: None.

This course provides an overview of related technical trades drafting. Theory is covered within a broad range of drafting specialties including civil, structural, electrical, mechanical, and electronic drawing. Emphasis is placed on a basic understanding of what each of these fields require for graphic communication.

**DDT 131 MACHINE DRAFTING BASICS** 3 Hrs.  
PREREQUISITE: DDT 111 and DDT 124.

This course in machine drafting and design provides instruction in the largest specialty area of drafting in the United States, in terms of scope and job opportunities. Emphasis will be placed on the applications of multi-view drawings, including drawing organization and content, title blocks and parts lists, assembly drawings, detail drawings, dimensioning and application of engineering controls in producing industrial-type working

drawings. Upon completion, the student should be able to organize, layout, and produce industrial-type working drawings, including the application of title blocks, parts lists, assemblies, details, dimensions, and engineering controls.

**DDT 132 ARCHITECTURAL DRAFTING** 3 Hrs.  
PREREQUISITE: DDT 111 and DDT 124.

This course in architectural design and drafting introduces basic terminology, concepts, and principles of architectural design and drawing. Topics include design considerations, lettering, terminology, site plans, and construction drawings. Upon completion, the student should be able to draw, dimension, and specify basic residential architectural construction drawings.

**DDT 133 BASIC SURVEYING** 3 Hrs.  
PREREQUISITE: None.

This course covers the use of surveying instruments, mathematical calculations, and the theory of land surveying. Topics include USGS benchmarks, measuring horizontal and vertical angles and distances, terms, and recording, and interpreting field notes. Upon completion, the student should be able to recognize benchmarks and measure, specify, and record field notes.

**DDT 134 DESCRIPTIVE GEOMETRY** 3 Hrs.  
PREREQUISITE: DDT 111 and DDT 124.

This course is designed to teach the fundamental concepts of descriptive geometry through an emphasis on logical reasoning, visualization, and practical applications. Topics include orthographic projection, points and lines in space, auxiliary views, plane representation, intersecting and non-intersecting lines, piercing and intersecting planes, plane development, and calculations. Upon completion, the student should be able to project and intersect points, lines, and planes, with their relationships in space, as well as develop surfaces of an object for fabrication purposes.

**DDT 150 THEORY OF RESIDENTIAL DRAWING AND DESIGN** 3 Hrs.  
PREREQUISITE: DDT 111 and DDT 124.

This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, climate, drawing requirements, construction materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory, intermediate, and advanced topics are covered. Emphasis is placed on an understanding of the issues.

**DDT 181/182 SPECIAL TOPICS IN DRAFTING  
AND DESIGN TECHNOLOGY                    3 Hrs.**

PREREQUISITE: None.

These courses provide specialized instruction in various areas related to the drafting industry. Emphasis is placed on meeting students' needs.

**DDT 191 DRAFTING INTERNSHIP                    1 Hr.**

PREREQUISITE: Completed a minimum of 12 credit hours of DDT.

This course is designed for those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least five hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student should have gained valuable work experience in a well-planned, coordinated training/work situation.

**DDT 192 DRAFTING INTERNSHIP                    2 Hrs.**

PREREQUISITE: Completed a minimum of 12 credit hours of DDT.

This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 10 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student should have gained valuable work experience in a well-planned, coordinated training/work situation.

**DDT 193 DRAFTING INTERNSHIP                    3 Hrs.**

PREREQUISITE: Completed a minimum of 12 credit hours of DDT.

This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 15 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student should have gained valuable work experience in a well-planned, coordinated training/work situation.

**DDT 211 INTERMEDIATE MACHINE DRAFTING                    3 Hrs.**

PREREQUISITE: DDT 131.

This second course in machine drafting and design provides more advanced instruction in the largest specialty area of drafting. Topics include applications of previously developed skills in the organization and development of more complex working drawings, use of vendor catalogs and the Machinery's Handbook for developing specifications, and use of

standardized abbreviations in working drawings.

**DDT 212 INTERMEDIATE ARCHITECTURAL  
DRAFTING    3 Hrs.**

PREREQUISITE: DDT 132 and DDT 150.

This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include floor construction and detailing, foundation, wall, and roof construction and detailing, use of standards manuals, perspective drawings, electrical plans, plumbing plans, and building materials, with emphasis on residential and some light commercial applications. Upon completion, the student should be able to draw and specify advanced-level plans including various architectural details.

**DDT 213 CIVIL DRAFTING, PLAT MAPS                    3 Hrs.**

PREREQUISITE: DDT 111 and DDT 124.

This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, the student should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings.

**DDT 214 PIPE DRAFTING                                    3-4 Hrs.**

PREREQUISITE: DDT 111 and DDT 124.

This course covers the theory and practical application needed to understand piping fundamentals as used in refineries and petrochemical plants. Topics include process and mechanical flow diagrams, plant equipment, isometric drawings, instrumentation symbols, pipe symbols, flanges, fittings, and applications of basic math and trigonometry. Upon completion, the student should be able to demonstrate pipe drafting techniques and fundamentals in order to prepare working drawings used in refineries and the petrochemical industrial environment.

**DDT 215 GEOMETRIC DIMENSIONING AND  
TOLERANCING    3 Hrs.**

PREREQUISITE: None.

This course is designed to teach fundamental concepts of size description by geometric methods, including appropriate engineering controls. Emphasis is placed on the drawing and application of common geometric dimensioning and tolerancing symbols to engineering drawings as designated by the latest ANSI/ASME Standards. Upon completion, the student should be able to use geometric dimensioning and tolerancing symbols in applying size information and manufacturing controls to working drawings.

**DDT 221 ADVANCED MACHINE DRAFTING 3 Hrs.**  
PREREQUISITE: DDT 131.

This third course in machine drafting and design covers the development of complex, advanced working drawings by applying previously developed skills. Topics include application of previously developed skills in the organization and development of complex, advanced-level working drawings, including sub-assemblies and a basic design problem. Upon completion, the student should be able to organize, layout, and produce complex, advanced-level working drawings, including sub-assemblies and a basic design problem.

**DDT 222 ADVANCED ARCHITECTURAL DRAFTING 3 Hrs.**

PREREQUISITE: DDT 104, DDT 132.

This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials, and finish specifications, cost estimating, and bid specifications. Upon completion, the student should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial applications.

**DDT 225 STRUCTURAL STEEL DRAFTING 3 Hrs.**  
PREREQUISITE: DDT 111 and DDT 124.

This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of material. Upon completion, the student should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.

**DDT 226 TECHNICAL ILLUSTRATION 3 Hrs.**  
PREREQUISITE: None.

This course provides the student with various methods of illustrating structures and machine parts. Topics include axonometric drawings, exploded assembly drawings, one point, two point, and three point perspectives, surface textures, and renderings. Upon completion, the student should be able to produce drawings and illustrations using the previously described methods.

**DDT 231 ADVANCED COMPUTER AIDED DRAFTING (CAD) 3-4 Hrs.**

PREREQUISITE: DDT 127.

This course covers the advanced applications of CAD software to engineering projects in

various applications, including architectural, civil, mechanical, and environmental engineering, with consideration for advanced principle of CAD. These principles will be applied toward CAD customization and programming principles, for the expressed purpose of increasing productivity and improving the performance of the CAD operator, thereby, making CAD much more productive in an engineering environment. Emphasis will be placed on using intelligent CAD techniques to increase the quality of output and 3-D modeling and rendering will be introduced. Upon completion, the student should be able to apply advanced CAD techniques in solving complex problems related to all engineering applications.

**DDT 233 THREE DIMENSIONAL MODELING 4 Hrs.**  
PREREQUISITE: DDT 231.

This course provides instruction in 3-D Design Modeling utilizing the 3-D capabilities of CAD software. Emphasis is placed on 3-D wire-frame, surface and solids modeling along with the development of 2-D detail drawings from 3-D models. Upon completion, the student should be able to generate 3-D surface and solid models and 2-D orthographic production drawings from created solid models.

**DDT 237 CURRENT TOPICS IN CAD 3 Hrs.**  
PREREQUISITE: None.

This course serves to introduce changing technology and current CAD subjects and software and the computing hardware needed to utilize new products. Topics include current trends in how industries use CAD applications, new developments, improvements and progressions within specific CAD applications as well as the necessary hardware. Upon completion, the student should be able to use more updated software in a specific CAD application and be more aware of improvements in CAD software and how to apply advancing technology in improving his or her CAD proficiency.

**DDT 238 SPECIAL TOPICS IN COMPUTER AIDED DRAFTING (CAD) 3 Hrs.**

PREREQUISITE: DDT 231.

This course in special CAD and multimedia topics covers special capabilities possible with CAD software, especially in conjunction with other graphical software, such as virtual "walk-throughs" or multimedia presentations. Topics include but are not limited to combining CAD software, imaging editing software, authoring software, and 3-D software into one harmonious relationship to produce multimedia presentations. Upon completion, the student should be aware of and understand how to utilize several software packages to produce multimedia presentations.

**DDT 239 INDEPENDENT STUDIES                    1-4 Hrs.**

PREREQUISITE: None.

This course provides practical application of prior attained skills and experiences as selected by the instructor for the individual student. Emphasis is placed on applying knowledge from prior courses toward the solution of individual drafting and design problems. Upon completion, the student should demonstrate the application of previously attained skills and knowledge in the solution of typical drafting applications and problems.

**ECONOMICS (ECO)****ECO 231 PRINCIPLES OF MACROECONOMICS    3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

**ECO 232 PRINCIPLES OF MICROECONOMICS    3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of Microeconomics.

**eLEARNING (ELO)****ELO 100 eLEARNING ORIENTATION**

0 Hrs.

PREREQUISITE: None.

This course is designed to ensure that students are prepared for the online teaching/learning environment. Emphasis is placed on self motivation, time management skills, individual learning styles, and technical skills needed in an online environment. This course is a prerequisite to all online classes, and there is no charge for this course.

**ELECTRICAL TECHNOLOGY (ELT)****ELT 104 DISTRIBUTION SYSTEMS                    3 Hrs.**

PREREQUISITE: ELT 106 and ELT 109.

This course involves the theory, applications, calculations, and connections associated with transformers and power distribution systems commonly used in the electrical field.

**ELT 106 AC PRINCIPLES OF ELECTRICITY II    3 Hrs.**

PREREQUISITE: ELT 107 and ELT 108.

COREQUISITE: ELT 109.

This course is a study of AC magnetic devices

including single phase and three phase transformers, basic motor principles of electromagnetism, AC relay principles, and testing these components. Topics covered include AC transformer, AC motor, and AC relay principles and their applications. Upon completion, the student should be able to explain, wire, troubleshoot and test these basic components in various real world circuits.

**ELT 107 DC PRINCIPLES OF ELECTRICITY II    3 Hrs.**

PREREQUISITE: None.

COREQUISITE: ELT 108.

This course is a study of energy sources, and measurements, batteries, conductor sizes and ratings electric magnetic fields, and electrical safety. Emphasis is on energy transfer, electric heating, battery supplies, conductor ratings, and protection, magnetic fields and safety. Upon completion, the student should be able to explain types of energy, batteries, different types of conductors and wire batteries, magnetic coils, and power circuits and troubleshoot them.

**ELT 108 DC FUNDAMENTALS                            3 Hrs.**

PREREQUISITE: None.

COREQUISITE: ELT 107.

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects of DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables with the use of Ohm's Law and to use basic electronic test equipment.

**ELT 109 AC FUNDAMENTALS                            3 Hrs.**

PREREQUISITE: ELT 107 and ELT 108.

COREQUISITE: ELT 106.

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, the student should be able to design AC circuits and explain the function of alternating circuits such as RLC, impedance, phase relationships and power factor.

**ELT 110 WIRING METHODS                            3 Hrs.**

PREREQUISITE: ELT 106 and ELT 109.

This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses.

ELT 114	RESIDENTIAL WIRING METHODS	3 Hrs.	ELT 181	SPECIAL TOPICS IN ELT TECHNOLOGY	3 Hrs.
	PREREQUISITE: None.			PREREQUISITE: None.	
	This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations.			This course provides specialized instruction in various areas related to electrical technology. Emphasis is placed on meeting students' needs.	
ELT 115	RESIDENTIAL WIRING METHODS II	3 Hrs.	ELT 192	PRACTICUM/INTERN/CO-OP	1 Hr.
	PREREQUISITE: ELT 114.			PREREQUISITE: Complete at least 15 hours in electrical classes	
	This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations.			This course provides practical experience in the field early in the student's training as an electrician's helper on the job, working a special project or conducting research/study in a directed area of the field. Emphasis is placed on gaining hands-on experience with tools of the trade as well as a better understanding of NEC directives. Upon completion, the student should possess a higher state of proficiency in the basic skills of connecting electrical wiring and conduit; this course may be repeated with the instructor's permission.	
ELT 117	AD/DC MACHINES	3 Hrs.	ELT 193	PRACTICUM/INTERN/CO-OP	2 Hrs.
	PREREQUISITE: ELT 106 and ELT 109.			PREREQUISITE: Complete at least 15 hours in electrical classes.	
	This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab.			This course provides practical experience in the electrical craft as an electrician's helper on the job, working a special project or conducting research/study in a directed area of the field. Emphasis is placed on gaining hands-on experience with tools of the trade as well as a better understanding of NEC directives. Upon completion, the student should possess a higher state of proficiency in the basic skills of connecting electrical wiring and conduit; this course may be repeated with the instructor's permission.	
ELT 118	COMMERCIAL/INDUSTRIAL WIRING I	3 Hrs.	ELT 194	PRACTICUM/INTERN/CO-OP	3 Hrs.
	PREREQUISITE: ELT 106 and ELT 109.			PREREQUISITE: Complete at least 15 hours in electrical classes	
	This course focuses on principles and applications of commercial and industrial wiring. Topics include, electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.			This course provides practical experience in the electrical craft as an electrician's helper or higher level working more advanced special projects or conducting more advanced research/study in a directed area of the field. Emphasis is placed on gaining hands-on experience with tools of the trade as well as a better understanding of NEC directives while studying in the classroom one hour per week. Upon completion, the student should possess a higher state of proficiency in the basic skills and a better knowledge of testing for the Electrical Journeyman's Block Test.	
ELT 122	ADVANCED AC/DC MACHINES	3 Hrs.	ELT 200	SPECIAL PROJECTS	3 Hrs.
	PREREQUISITE: ELT 106 and ELT 109.			PREREQUISITE: Complete at least 15 hours in electrical classes	
	This course focuses on single and three-phase motors and also introduces students to DC motors. Emphasis is placed on field wiring, various types of AC and DC motors, troubleshooting procedures, and utilization of test equipment. Upon completion, the student should be able to explain, wire, troubleshoot, and test all types of AC and DC electric motors.			This course provides additional time and/or practice for the electrical technology major on a project which will enhance his/her abilities to	
ELT 132	COMMERCIAL/INDUSTRIAL WIRING II	3 Hrs.			
	PREREQUISITE: ELT 106 and ELT 109.				
	This course is a continuation of ELT 131 and is all inclusive, including the study of branch circuits, installation requirements for services, feeders and special equipment considerations, including the NEC code requirements. Emphasis is placed on load calculations, conductors, service sizing, installation requirements, NEC code requirements, transformers, lighting, HVAC, and special equipment considerations. Upon completion, the student should be able to know how to size complete electrical commercial/industrial systems and know the NEC requirements for each system.				

perform required tasks. Emphasis is placed on the upgrading of the students skills and abilities. Upon completion, the student should be able to perform at a higher ability within his/her chosen field of study.

**ELT 206 OSHA SAFETY STANDARDS 3 Hrs.**

PREREQUISITE: None.

This course provides the student with the knowledge of OSHA safety standards as required by this organization, and as it relates to the job site. Emphasis is placed on overall safety practices, construction site safety practices, and safety procedures required by Federal/State laws. Upon completion, the student should be able to understand the requirements of OSHA as it relates to general and specific construction sites.

**ELT 209 MOTOR CONTROLS I 3 Hrs.**

PREREQUISITE: ELT 106 and ELT 109.

This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push button stations, sizing of magnetic motor starters and overload protection, and complex ladder diagrams of motor control circuits. Topics include sizing magnetic starters and overload protection, the use of push-button stations, ladder diagrams, and magnetic motor starters in control of electric motors, wye-delta starting, part start winding, resistor starting and electric starting devices. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using push-button stations and understand complex motor control diagrams.

**ELT 212 MOTOR CONTROL II 3 Hrs.**

PREREQUISITE: ELT 106, ELT 107, ELT 209 , and MTH 092.

This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting, and electronic starting devices. Upon completion, the student should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.

**ELT 221 ELECTRONICS FOR ELECTRICIANS 3 Hrs.**

PREREQUISITE: ELT 106 and ELT 109.

This course introduces the basic principles of solid state electronic equipment as found in many electrical and motor control circuits. Emphasis is placed on fundamental concepts of diodes, transistors, FETs and MOSFETs as they are used in electrical control circuits. Upon completion, the student should be able to explain the basic

operation of these solid state components and be able to perform basic troubleshooting tasks.

**ELT 224 SECURITY AND ALARM SYSTEMS 3 Hrs.**

PREREQUISITE: ELT 107 and ELT 108.

This course introduces the basic operation and installation of home and business security and fire alarm systems as well as low voltage (under 30v) systems such as lighting, door chimes and intercom systems. Emphasis is placed on installation of home and business security and fire alarm systems. Upon completion, students should be able to install residential and commercial security systems in accordance with code and directives.

**ELT 231 PROGRAMMABLE CONTROLS I 3 Hrs.**

PREREQUISITE: ELT 106 and ELT 109.

This state-of-the art course includes the fundamental principles of programmable logic controls (PLCs) including hardware and programming. Emphasis is placed on but not limited to the following: hardwiring associated with the PLC, different options available with most PLCs, and basic ladder logic programming. Upon completion, the student must demonstrate his or her ability by developing programs, loading programs into real world PLCs, and troubleshooting the system if necessary.

**ELT 232 PROGRAMMABLE CONTROLS II 3 Hrs.**

PREREQUISITE: ELT 106 and ELT 109.

COREQUISITE: ELT 231.

This state-of-the-art course includes the principals of PLC's, including hardware, programming, and program design. Emphasis is placed on, but not limited to the following: developing working programs, timers, counters, different special functions, and designing programs from existing hardwired systems. Upon completion, the student must demonstrate his or her ability by developing programs, loading programs into real world PLCs, and troubleshooting the system if necessary.

**ELT 233 APPLIED PROGRAMMABLE CONTROLS 3 Hrs.**

PREREQUISITE: ELT 232.

This state-of-the-art course covers the more advanced topics of PLC's. Emphasis is placed on, but not limited to the following: high-speed devices, analog programming, designing complete working systems, start-up and troubleshooting techniques, and special projects. Upon completion, the student must demonstrate his or her ability by developing programs, loading programs into PLC's, and troubleshooting the system if necessary.

**ELT 241 NATIONAL ELECTRIC CODE 3 Hrs.**

PREREQUISITE: None.

This course introduces the students to the National

Electric Code and text and teaches the student how to find needed information within this manual. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion, the student should be able to locate the NEC code requirements for a specific electrical installation.

**ELT 242 JOURNEYMAN-MASTER PREP EXAM 3 Hrs.**  
PREREQUISITE: None.

This course is designed to help prepare a student to take either the Journeyman or Master Certification Exam. Emphasis is placed on review of electrical concepts and/or principals, practice tests, and test taking procedures. Upon completion, the student should be able to pass the Journeyman/Masters Certifying Exam.

**ELT 243 ELECTRICAL COST ESTIMATING 3 Hrs.**  
PREREQUISITE: ELT 110 and ELT 114.

This course provides an in-depth study of calculating wiring materials required and labor needed by man hours to complete a job. Emphasis is placed on how to document the scope of work required, use various take-off sheets, and correct means by which to arrive at total job costs. Upon completion, the student should be able to perform actual calculations of sample jobs including overhead and operating costs.

**ELT 244 CONDUIT BENDING AND INSTALLATION 3 Hrs.**  
PREREQUISITE: None.

This course provides the student the knowledge to properly bend electrical metallic tubing, rigid galvanized and intermediate metal conduit, and PVC conduit. Emphasis is placed on the theory and practical application of conduit bending methods. Upon completion, the student should be able to get measurements, layout, and successfully bend conduit using hand type, mechanical, and hydraulic benders.

**ELT 245 ELECTRICAL GROUNDING SYSTEMS 3 Hrs.**  
PREREQUISITE: ELT 106 and ELT 109.

This course provides the knowledge to understand how to properly ground an electrical system. Emphasis is placed on, but not limited to the following residential installations, commercial installations, and the function of independent grounding elements. Upon completion, the students should be able to explain and design a simple grounding system.

## ENGINEERING (EGR)

**EGR 125 MODERN GRAPHICS FOR ENGINEERS 3 Hrs.**  
PREREQUISITE: None.

This course provides an introduction to manual and computer-assisted techniques of graphic

communication employed by professional engineers. Topics include: lettering; instrumental and computer-aided drafting, technical sketching, orthographic projection, pictorial, sectional, and auxiliary views and dimensioning.

**EGR 156 COMPUTER METHODS FOR ENGINEERS 3 Hrs.**

PREREQUISITE: MTH 115.

This course consists of engineering applications using the FORTRAN IV computer programming language.

## ENGLISH (ENG)

**ENG 080 ENGLISH LABORATORY 1-4 Hrs.**  
PREREQUISITE: None.

This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on English assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in English courses. A student's success in this course is measured by success in those other English courses in which the student is enrolled.

**ENG 092 BASIC ENGLISH I 2-4 Hrs.**  
PREREQUISITE: None.

This course is a review of basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. The student should demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs.

**ENG 093 BASIC ENGLISH II 2-4 Hrs.**  
PREREQUISITE: ENG 092 or equivalent placement score

This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. The student should demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

**ENG 097 PHONICS 1-4 Hrs.**  
PREREQUISITE: None.

This course provides help to students who are experiencing English-language difficulties associated with sound. Emphasis is placed on the sounds of English words, intonation, differentiating accents, pronunciation, and listening skills. The student's grade will reflect the degree of improvement demonstrated by that student from the beginning to the end of the semester.

**COM 100 INTRODUCTORY TECHNICAL ENGLISH I 3 Hrs.**

**PREREQUISITE:** ENG 092 or equivalent placement score.

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, the student should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

**ENG 101 ENGLISH COMPOSITION I 3 Hrs.**

**PREREQUISITE:** ENG 093 or equivalent placement score, RDG 085 or equivalent placement score.

English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage.

**ENG 102 ENGLISH COMPOSITION II 3 Hrs.**

**PREREQUISITE:** A grade of C or better in ENG 101.

English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage.

**ENG 130 TECHNICAL REPORT WRITING 3 Hrs.**

**PREREQUISITE:** ENG 101.

This course provides instruction in the production of technical and/or scientific reports. Emphasis is placed on research, objectivity, organization, composition, documentation, and presentation of the report. The student should demonstrate the ability to produce a written technical or scientific report by following the prescribed process and format.

**ENG 225 EARLY ENGLISH LITERATURE 3 Hrs.**

**PREREQUISITE:** A grade of C or better in ENG 102.

This course begins with the Anglo-Saxon period and ends with the publication of *Paradise Lost* and includes extensive treatment of Chaucer, Shakespeare, and Milton, as well as other important early authors including a significant number of early American writers. Upon completion and in

written compositions, the student should be able to interpret the aesthetic and thematic aspects of these works, relate these works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 226 MODERN LITERATURE IN ENGLISH 3 Hrs.**

**PREREQUISITE:** A grade of C or better in ENG 102.

This is a survey course of eighteenth- and nineteenth-century literature written in English. It includes roughly equal treatment of Enlightenment, Romantic, and Victorian literature in both England and America. Upon completion and in written compositions, the student should be able to interpret the aesthetic and thematic aspects of these works, relate these works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 227 TWENTIETH CENTURY LITERATURE IN ENGLISH 3 Hrs.**

**PREREQUISITE:** A grade of C or better in ENG 102.

Coverage of this course starts with the beginning of the 20th century and ends with the present. This course will cover standard literary texts from both England and America, with an inclusion of literature, which reflects the globalization of English in the 20th Century. Upon completion and in written compositions, the student should be able to interpret the aesthetic and thematic aspects of these works, relate these works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 246 CREATIVE WRITING I 3 Hrs.**

**PREREQUISITE:** A grade of C or better in ENG 102.

This course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. The student will compose a significant body of imaginative literature, which may be read by or to the class.

**ENG 247 CREATIVE WRITING II 3 Hrs.**

**PREREQUISITE:** A grade of C or better in ENG 246.

A continuation of ENG 246, this course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. The student will compose a significant body of imaginative literature, which may be read by or to the class.

**ENG 248 CREATIVE WRITING III 3 Hrs.**

PREREQUISITE: A grade of C or better in ENG 247.

A continuation of ENG 247, this course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. The student will compose a significant body of imaginative literature, which may be read by or to the class.

**ENG 249 CREATIVE WRITING IV 3 Hrs.**

PREREQUISITE: A grade of C or better in ENG 248.

A continuation of ENG 248, this course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. The student will compose a significant body of imaginative literature, which may be read by or to the class.

**ENG 251 AMERICAN LITERATURE I 3 Hrs.**

PREREQUISITE: A grade of C or better in ENG 102.

This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, the student should be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 252 AMERICAN LITERATURE II 3 Hrs.**

PREREQUISITE: A grade of C or better in ENG 102.

This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion, the student should be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 261 ENGLISH LITERATURE I 3 Hrs.**

PREREQUISITE: A grade of C or better in ENG 102.

This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age.

Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, the student should be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 262 ENGLISH LITERATURE II 3 Hrs.**

PREREQUISITE: A grade of C or better in ENG 102.

This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, the student should be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 271 WORLD LITERATURE I 3 Hrs.**

PREREQUISITE: A grade of C or better in ENG 102.

This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students should be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 272 WORLD LITERATURE II 3 Hrs.**

PREREQUISITE: A grade of C or better in ENG 102.

This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, the student should be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

**ENG 273 GREAT WORLD MASTERPIECES I 3 Hrs.**

PREREQUISITE: A grade of C or better in ENG 102.

This course is a survey of the significant literature of

Western civilization, beginning with ancient Greece and continuing through the Renaissance. Emphasis is placed on representative works and writers, on the ideas that shaped and that are reflected in these works, and on the literary periods and movements during which these works were produced. The student should demonstrate through tests and literary critiques with appropriate research and documentation an understanding of these works.

**ENG 274 GREAT WORLD MASTERPIECES II 3 Hrs.**

PREREQUISITE: A grade of C or better in ENG 102.

This course is a survey of the significant literature of Western civilization, beginning with the Renaissance and continuing through the present. Emphasis is placed on representative works and writers, on the ideas that shaped and that are reflected in these works, and on the literary periods and movements during which these works were produced. The student should demonstrate through tests and literary critiques with appropriate research and documentation an understanding of these works.

**ENG 299 DIRECTED STUDIES IN LANGUAGE**

**AND LITERATURE**

**1-3 Hrs.**

PREREQUISITE: Permission of Instructor.

This course, which may be repeated for credit so long as the topics differ, provides the student the opportunity to study an English-language or literary topic chosen by the student in consultation with the instructor. Emphasis is placed on the student's investigating the topic and reporting the results of the investigation. The student should demonstrate knowledge of the topic through either a written or an oral presentation.

**EMERGENCY MEDICINE (EMS) EMERGENCY MEDICAL TRAINING I (Basic)**

**EMS 105 FIRST RESPONDER**

**3 Hrs.**

PREREQUISITE: None.

This course provides theory in emergency procedures as contained in the current National Standard Training Curriculum (NSTC) for the First Responder. The course is an introduction to the emergency medical services system and provides fundamentals for students to improve the quality of emergency care provided as the first person to an emergency scene until emergency medical services arrive. Completion of specific student competencies, as outlined in the current NSTC for the First Responder, are required for successful course completion.

**EMS 107 EMERGENCY VEHICLE OPERATOR AMBULANCE**

**1 Hr.**

PREREQUISITE: Must present a valid drivers license as required by program.

The Emergency Vehicle Operator Course Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation, ambulance inspection, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course. NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

**EMS 116 EMS BASIC THEORY AND LABORATORY**

**9 Hrs.**

PREREQUISITE: Admission to the EMT- Basic Program.

COREQUISITE: EMS 117

This course is required to apply for certification as an EMT basic. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, treating trauma patients, various medical procedures, treating infants and children, and various EMS operations. This course is based on the Emergency Medical Technician-Basic National Standard Curriculum.

**EMS 117 EMS BASIC CLINICAL COMPETENCIES 1 Hr.**

PREREQUISITE: Admission to the EMT- Basic Program.

COREQUISITE: EMS 116

This course is required to apply for certification as an EMT basic. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 116, EMS Basic Theory and Lab. This course helps student prepare for the National Registry Exam.

**EMS 280 BASIC LIFE SUPPORT INSTRUCTOR 1 Hr.**

PREREQUISITE: Successful completion, within the past 12 months, of all areas of basic life support training (CPR).

This course provides students with concepts as

related to areas of basic life support instruction. Topics include history, concepts, and systems of emergency cardiac care; cardiopulmonary physiology, dysfunction, and actions for survival; introduction to the performance of CPR; foreign body airway obstruction management; pediatric basic life support; special techniques/resuscitation situations, pitfalls, and complications; teaching and learning in basic life support; teaching strategies; and basic provider course organizations. Student will also successfully participate in practice teaching of a cardiopulmonary resuscitation (CPR) class prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

**EMS 282 BASIC TRAUMA LIFE SUPPORT  
INSTRUCTOR 1 Hr.**

PREREQUISITE: EMS 267 and/or as required by program.

This course provides students with theory and practice in the techniques of teaching Basic Trauma Life Support (BTLS). The course is taught to provide instructor training in trauma care and management in accordance with national standards. Students will also successfully participate in practice teaching of a BTLS provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

**EMT-P (Paramedic)**

**EMP 189 APPLIED ANATOMY AND PHYSIOLOGY  
FOR THE PARAMEDIC 4 Hrs.**

PREREQUISITE: Admission to the EMT-Paramedic Program; ENG 101; MTH 100, MTH 116, or higher.

This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-based balance; functions of cell, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon completion, the student should be able to demonstrate a basic understanding of the structure and function of the human body.

**EMP 191 PARAMEDIC PREPARATORY 2 Hrs.**

PREREQUISITE: Admission to the EMT-Paramedic Program; ENG 101; MTH 100, MTH 116, or higher.

COREQUISITE: Approved anatomy and physiology course(s); EMP 189, EMP 192, EMP 193, EMP 194.

NOTE: HPS-110, Introduction to Health Care, may be substituted for this course.

This course introduces issues related to the practice of prehospital advanced life support as a career, with a focus on issues common to all health care professions. Content areas include: paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, and medical terminology. Upon completion, the student should have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 192 PARAMEDIC OPERATIONS 3 Hrs.**

PREREQUISITE: Admission to the EMT-Paramedic Program; ENG 101; MTH 100, MTH 116, or higher.

COREQUISITE: Approved anatomy and physiology course(s); EMP 189, EMP 192, EMP 193, EMP 194.

This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include: pathophysiology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules. Upon completion, the student should have demonstrated competency in those respective component of the National Standard Curriculum for the EMT- Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 193 PATIENT ASSESSMENT AND  
MANAGEMENT 3 Hrs.**

PREREQUISITE: Admission to the EMT-Paramedic Program.

COREQUISITE: Approved anatomy and physiology course(s).

This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation, and assessment based management. Upon completion, the student should have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 194 PARAMEDIC GENERAL****PHARMACOLOGY****2 Hrs.**

**PREREQUISITE:** Admission to the EMT-Paramedic Program.

**COREQUISITE:** Approved anatomy and physiology course(s).

**NOTE:** HPS-104, General Pharmacology for the Health Sciences, may be substituted for this course. This course introduces basic pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; and nasogastric tube placement. Upon completion, the student should have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 195 ADVANCED TRAUMA****MANAGEMENT A****6 Hrs.**

**PREREQUISITE:** Admission to the EMT-Paramedic Program.

**COREQUISITE:** Approved anatomy and physiology course(s), approved for clinical studies, EMP 189, EMP 191, EMP 192, EMP 193, EMP 194, EMP 198, EMP 199, EMP 200, EMP 203.

**NOTE:** The combination of EMP- 196, Advanced Trauma Management-B, and EMP-197, Clinical Competencies-I will substitute for this course.

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment, trauma management, advanced airway management, I.V./I.O. initiation and medication administration. Upon completion, the student should have demonstrated competency in those respective components of the National Standard Curriculum for the EMT- Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 198 MEDICAL PATIENT MANAGEMENT I****3 Hrs.**

**PREREQUISITE:** Admission to the EMT-Paramedic Program.

**COREQUISITE:** Approved anatomy and

physiology course(s).

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient. Upon completion, the student should have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 199 CARDIOVASCULAR****ELECTROPHYSICOLOGY****3 Hrs.**

**PREREQUISITE:** Admission to the EMT-Paramedic Program.

**COREQUISITE:** Approved anatomy and physiology course(s).

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation. Upon completion, the student should have demonstrated competency in those respective components of the National Standard Curriculum for the EMT- Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 200 MEDICAL PATIENT****MANAGEMENT IIA****6 Hrs.**

**PREREQUISITE:** Admission to the EMT-Paramedic Program; ENG 101; MTH 100, MTH 116, or higher.

**COREQUISITE:** Approved anatomy and physiology course(s), approved for clinical studies, EMP 198, EMP 199, EMP 200, EMP 203.

**NOTE:** The combination of EMP-201, Medical Patient Management-IIB, and EMP-202, Clinical Competencies-II will substitute for this course.

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/ behavioral, obstetrical, newborn, pediatric, geriatric,

and acute interventions for chronic care patients, and patients with special challenges. Upon completion, the student should have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 203 CARDIOVASCULAR PATIENT****MANAGEMENT****3 Hrs.**

PREREQUISITE: Admission to the EMT-Paramedic Program; EMP-199; ENG 101; MTH 100, MTH 116, or higher.

COREQUISITE: Approved anatomy and physiology course(s), EMP 198, EMP 199, EMP 200, EMP 203.

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: assessment of the cardiovascular patient, pathophysiology of cardiovascular disease, and techniques of management including appropriate pharmacologic agents and electrical therapy. Upon completion, the student should have demonstrated competency in those respective components of the National Standard Curriculum for the EMT-Paramedic and requirements set forth by the Alabama Department of Public Health.

**EMP 204 TRANSITION TO PARAMEDIC****PRACTICE****3 Hrs.**

PREREQUISITE: Admission to the EMT-Paramedic Program.

COREQUISITE: Approved anatomy and physiology course(s), EMP 195, EMP 204, EMP 205, EMP 206, EMP 207.

This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: prehospital protocols, transfer medications, topics in critical care and transport, system presentation, and/or national standard certification courses as dictated by local needs or state requirement. Upon completion, the student should have met all ancillary educational requirements set forth by the Alabama Department of Public Health and local employers.

**EMP 205 PARAMEDIC TERMINAL****COMPETENCIES****2 Hrs.**

PREREQUISITE: Admission to the EMT-Paramedic Program, approved anatomy and physiology course(s), EMP 206.

COREQUISITE: EMP 195, EMP 204, EMP 206, EMP 207.

This course is designed to review the National Standard Curriculum for the EMT-Paramedic and to assist students in preparation for the paramedic

licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, computer simulation, and practice testing. Upon completion, the student should be sufficiently prepared to sit for the paramedic licensure examination.

**EMP 206 PARAMEDIC FIELD PRECEPTORSHIP** **6 Hrs.**

PREREQUISITE: Admission to the EMT-

Paramedic Program. Approved anatomy and physiology course(s), approved for clinical studies. This course provides field experiences in the pre-hospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the prehospital environment. Upon completion, the student should have refined and validated his or her patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints.

**EMP 207 PARAMEDIC TEAM LEADER****PRECEPTORSHIP****1 Hr.**

PREREQUISITE: Admission to the EMT-Paramedic Program, approved anatomy and physiology course(s).

COREQUISITE: EMP 195, EMP 204, EMP 205, EMP 206.

This course is designed to evaluate the student's ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on the student's professional attributes and integrative competence in clinical decision-making and team leadership in the pre-hospital setting. Upon completion, the student should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making, and team leadership abilities to effectively function as a competent entry-level paramedic.

**REFRESHER COURSES (Continuing Education)****EMS 113 INFECTION CONTROL FOR**  
**HEALTH PROFESSIONALS****1 Hr.**

PREREQUISITE: None.

This course is designed for students planning to enter a health related field of study or public service occupations. The course focuses on the sources of communicable diseases and describes methods for prevention of transmission of bloodborne and airborne pathogens. Topics include prevention; universal precautions (body-substance isolation) and asepsis; immunization; exposure control; disposal; labeling; transmission; exposure determination; post-exposure reporting; and an exposure control

plan. The course is taught following current guidelines set forth by the Occupational Safety and Health Administration (OSHA). Upon completion, the student should be able to participate in the clinical setting, identify potential sources of blood-borne and airborne pathogens, and use appropriate universal precautions.

**EMS 150 EMT-BASIC REFRESHER                    2 Hrs.**

PREREQUISITE: Completion of a NSTC course for EMT-Basic or None.

This course provides the student with theory in review of the current National Standard Training Curriculum (NSTC) for the EMT-Basic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. The student is required to complete specific competencies, as outlined by the NSTC, for successful course completion.

**EMS 153 EMS DISPATCHER                            3 Hrs.**

PREREQUISITE: None.

This course provides students with theory as contained in the National Training Curriculum (NSTC) for EMS Dispatcher.

This course is designed to prepare EMS dispatcher personnel to operate a telecommunication base station for the purpose of receiving request for emergency medical services and allocating community resources in a response to such request. Upon completion, the student should have an understanding of emergency medical services dispatch procedures and be able to effectively receive a call or dispatch appropriate personnel, utilizing a scenario in a simulated situation.

**EMS 190 EMT-INTERMEDIATE REFRESHER            2 Hrs.**

PREREQUISITE: Completion of a NSTC course for the EMT-Intermediate.

This course provides students with a review of material contained in the National Standard Training Curriculum (NSTC) for the EMT-Intermediate. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC and the Alabama Department of Public Health. The student is required to complete specific competencies according to the NSTC for successful course completion.

**EMS 265 PARAMEDIC REFRESHER                    3 Hrs.**

PREREQUISITE: Completion of a NSTC course for the Paramedic or None.

This course provides students with a review of material contained in the current National Standard Training Curriculum (NSTC) for the Paramedic. It also serves as a transition or bridge course when a

new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. The student is required to complete specific competencies for successful course completion.

**FIRE SCIENCE/FIRE SERVICES MANAGEMENT (FSC)**

**FSC 100 BASIC FIREMANSHIP                        2 Hrs.**

PREREQUISITE: None.

This course is an introduction to the basics of Fire Science, including fire chemistry, salvage, hydraulics, laying hose, laddering, and overhaul work.

**FSC 101 INTRODUCTION TO THE FIRE SERVICE                    3 Hrs.**

PREREQUISITE: None.

This course is a survey of the philosophy and history of fire protection, loss of property and life by fire, review of municipal fire defenses, and the organization and function of federal, state, county, city, and private fire protection.

**FSC 103 HAZARDOUS MATERIALS I                        3 Hrs.**

PREREQUISITE: None.

This is a survey of fundamental facts and operations applicable to hazardous materials incidents. The emphasis is on storage, handling, standards, special equipment, toxicology, and monitoring.

**FSC 104 HAZARDOUS MATERIALS II                        3 Hrs.**

PREREQUISITE: FSC 103.

This course is a continuation of the study of hazardous materials and application to specialized hazardous materials response teams. Emphasis is placed on specialized skills and equipment required to mitigate a hazardous materials incident.

**FSC 105 CHEMISTRY FOR THE FIRE SERVICE            3 Hrs.**

PREREQUISITE: None.

This is a survey of general chemistry as applied to the fire service. Emphasis is on fundamental facts, principles, theories, and applications.

**FSC 111 FIRE HYDRAULICS                                3 Hrs.**

PREREQUISITE: None.

This course is a review of basic mathematics, hydraulic laws and formulae as applied to the fire service, water supply problems, and underwriters' requirement for pumps.

**FSC 120 FIRE HAZARDS                                3 Hrs.**

PREREQUISITE: None.

The course includes the characteristics and behavior of fire; fire-hazard properties of solid, liquid, and gas materials; and the storage and handling of these materials.

FSC 130	<b>INTRODUCTION TO FIRE SUPPRESSION</b>	3 Hrs.	principles of hydraulic calculations and tests, fire extinguishing chemicals, and the selection and use of extinguishing agents.
	PREREQUISITE: None.		
	This course is a study of fire suppression, organization, fire suppression equipment, characteristics and behavior of fire, and fire hazard properties of ordinary materials.		
FSC 200	<b>FIRE COMBAT TACTICS AND STRATEGY</b>	3 Hrs.	
	PREREQUISITE: None.		
	This course is a review of fire chemistry, equipment and manpower, basic fire fighting tactics and strategy, methods of attack, and pre-planning fire problems.		
FSC 205	<b>FIRE INSTRUCTOR I</b>	3 Hrs.	
	PREREQUISITE: None.		
	This course is a study of the instructor's roles and responsibilities; factors that influence the teaching/learning process; the techniques of planning, preparing, and presenting an effective lesson; training aids and their utilization; and the purpose and principles of testing and evaluation.		
FSC 206	<b>FIRE INSTRUCTOR II</b>	3 Hrs.	
	PREREQUISITE: FSC 205.		
	This is a study of task and job analysis; behavioral/performance objectives; lesson plan and instructional material development; the teaching/learning process; methods of instruction and evaluation; and the use of references.		
FSC 207	<b>FIRE INSTRUCTOR III</b>	3 Hrs.	
	PREREQUISITE: FSC 206.		
	This is a study of occupational analysis; development of course instructional materials, evaluations, and training records and reports.		
FSC 210	<b>BUILDING CONSTRUCTION FOR THE FIRE SERVICE</b>	3 Hrs.	
	PREREQUISITE: None.		
	This course highlights and assesses the problems and hazards to fire personnel when a building is attacked by fire or is under stress from other factors dealing with collapse.		
FSC 211	<b>BUILDING CONSTRUCTION AND RELATED CODES</b>	3 Hrs.	
	PREREQUISITE: None.		
	This course includes a thorough examination of national, state, and local laws and ordinances which regulate and/or influence the field of fire prevention.		
FSC 220	<b>FIRE EXTINGUISHMENT AGENTS</b>	3 Hrs.	
	PREREQUISITE: None.		
	This is a study of water supplies and services,		
FSC 230	<b>THE ISO (AIA) STANDARDS</b>	3 Hrs.	
	PREREQUISITE: None.		
	This course is a study of insurance theory and practice, the economics of the ISO grading system, and a city's fire defense and insurance rates. Included is a detailed analysis of a city's water supply, fire department, fire alarm, fire prevention, and other grading methods of fire defense.		
FSC 235	<b>BREATHING APPARATUS SPECIALIST COURSE</b>	3 Hrs.	
	PREREQUISITE: None.		
	This is an in-depth survey of respiratory hazards, search and rescue techniques, emergency procedures and routine care, and inspection procedures as related to the fire service. Extreme emphasis is placed upon understanding and handling personal and equipment limitations.		
FSC 240	<b>FIRE CAUSE DETERMINATION</b>	3 Hrs.	
	PREREQUISITE: None.		
	This course covers the burning characteristics of combustibles, interpretation of clues, burn patterns leading to points of origin, identification of incendiary indications, sources of ignition and ignited materials, and preservation of fire scene evidence.		
FSC 241	<b>ARSON INVESTIGATION</b>	3 Hrs.	
	PREREQUISITE: None.		
	This is an introduction to arson and incendiarism, arson laws, methods of determining fire causes, evidence, interviewing and detaining witnesses, procedures in handling juveniles, and court procedures.		
FSC 250	<b>FIRE PREVENTION INSPECTION</b>	3 Hrs.	
	PREREQUISITE: None.		
	This is a study of the organization and function of the fire prevention team. Course content includes inspections, survey and mapping procedures, recognition of fire hazards, and public relations as affected by fire prevention.		
FSC 260	<b>SPECIAL SERVICE HAZARDS</b>	3 Hrs.	
	PREREQUISITE: None.		
	This is a study of electrical transmissions and related equipment appliances, radiation hazards, flammable metals, and riots, disaster and civil defense organizations, and hazard plans.		
FSC 270	<b>FIRE PROTECTION SYSTEMS</b>	3 Hrs.	
	PREREQUISITE: None.		
	This is a study of portable fire extinguishing		

	<b>FRENCH (FRN)</b>	
	<b>FRN 101 INTRODUCTORY FRENCH I</b>	<b>4 Hrs.</b>
	PREREQUISITE: RDG 085 or equivalent placement score.	
	This course provides an introduction to French. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.	
	<b>FRN 102 INTRODUCTORY FRENCH II</b>	<b>4 Hrs.</b>
	PREREQUISITE: FRN 101.	
	This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.	
	<b>GEOGRAPHY (GEO)</b>	
	<b>GEO 100 WORLD REGIONAL GEOGRAPHY</b>	<b>3 Hrs.</b>
	PREREQUISITE: ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.	
	This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.	
	<b>GEO 200 GEOGRAPHY OF NORTH AMERICA</b>	<b>3 Hrs.</b>
	PREREQUISITE: GEO 100.	
	This course is a survey of the geography of the United States and Canada with special emphasis on land usage, mineral resources, industrial development, and social and economic adaptation of man and the natural environment.	
	<b>GEOLOGY (GLY)</b>	
	<b>GLY 101 INTRODUCTION TO GEOLOGY I</b>	<b>4 Hrs.</b>
	PREREQUISITE: RDG 085 or equivalent placement score.	
	Introduction to Geology I is the first in a two part sequence dealing with the structure of the earth including materials, internal and external processes, deformation, energy, and plate tectonics. Laboratory is required.	
	<b>GLY 102 INTRODUCTION TO GEOLOGY II</b>	<b>4 Hrs.</b>
	PREREQUISITE: GLY 101, RDG 085 or equivalent placement score.	
	Introduction to Geology II is the second in a two part sequence dealing with a historical perspective of the earth. Topics include items such as geologic time, earth's origin, evolution of continents and ocean basins, minerals, energy resources, planetary geology, and mountain building. Laboratory is required.	
<b>FSC 280</b>	<b>FIRE APPARATUS AND EQUIPMENT</b>	<b>3 Hrs.</b>
	PREREQUISITE: None.	
	This is a study of driving laws, techniques, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment and apparatus maintenance.	
<b>FSC 285</b>	<b>INDUSTRIAL FIRE PROTECTION</b>	<b>3 Hrs.</b>
	PREREQUISITE: None.	
	This is an introduction to fire protection in industrial plants, which includes the study of practices and procedures involved in establishing and managing an in-plant fire protection plan.	
<b>FSC 292</b>	<b>ELEMENTS OF SUPERVISION/FIRE SERVICE SUPERVISION</b>	<b>3 Hrs.</b>
	PREREQUISITE: None.	
	This course covers the responsibility of supervisors, organization, human relations, grievance training, rating, promotion, quality-quantity control and management-employee relations.	
<b>FSC 293</b>	<b>FIRE SERVICE ADMINISTRATION</b>	<b>3 Hrs.</b>
	PREREQUISITE: None.	
	This is a study of the principles, practices and objectives of fire administration, of fire defenses and insurance rates, of personnel management, and of records, reports, and evaluation.	
<b>FSC 294</b>	<b>FIRE DEPARTMENT MANAGEMENT</b>	<b>3 Hrs.</b>
	PREREQUISITE: None.	
	This is an introduction to planning, budgeting organization, staffing, evaluation, and public relations of fire departments.	
<b>FSC 297</b>	<b>SELECTED TOPICS IN FIRE SERVICE OPERATIONS</b>	<b>1-3 Hrs.</b>
	PREREQUISITE: None.	
	This course provides directed reading and discussion of selected topics related to fire service operations. The course may be repeated for credit.	
<b>FSC 299</b>	<b>LEGAL ASPECTS OF THE FIRE SERVICE</b>	<b>3 Hrs.</b>
	PREREQUISITE: None.	
	This is an introduction to the overall legal duties, responsibilities and limitations placed upon the fire service professional. It includes the study and practical application of civil and criminal procedures based upon current state and federal codes.	

**HEALTH EDUCATION (HED)****HED 199 ECOLOGICAL APPROACH TO HEALTH AND FITNESS**

3 Hrs.

PREREQUISITE: RDG 085 or equivalent placement score.

This course examines a myriad of factors influencing health and fitness behavior. Intrapersonal, interpersonal, institutional, community, and public policy factors are examined.

**HED 221 PERSONAL HEALTH**

3 Hrs.

PREREQUISITE: RDG 085 or equivalent placement score.

This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.

**HED 231 FIRST AID**

3 Hrs.

PREREQUISITE: None.

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training is also included.

**HED 232 CARE AND PREVENTION OF ATHLETIC INJURIES**

3 Hrs.

PREREQUISITE: None.

This course provides a study of specific athletic injuries, their treatment, and preventive measures.

**HED 277 CPR RECERTIFICATION**

1 Hr.

PREREQUISITE: Prior certification in CPR.

In this course, instruction and review of updated information concerning cardio-pulmonary resuscitation (CPR) is presented. The student must satisfactorily execute skills needed to meet requirements for recertification in Basic Cardiac Life Support (BCLS) as required by the American Heart Association.

**HED 299 SPECIAL TOPICS: STRESS****MANAGEMENT**

2 Hrs.

PREREQUISITE: RDG 085 or equivalent placement score.

This course will permit the student to focus on, examine, and address current specific issues and topics in the general area of health and disease. Stress management techniques will be described and evaluated and the relationship between stress and disease will be discussed.

**HEALTH INFORMATION TECHNOLOGIES (HIT)****HIT 230 MEDICAL CODING SYSTEMS I**

3 Hrs.

PREREQUISITE: BIO 120 and BIO 150.

This course is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of coding principles, and applications (manual and/or computer assisted).

**HIT 232 MEDICAL CODING SYSTEMS II**

3 Hrs.

PREREQUISITE: HIT 230.

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes coding diagnoses and procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information, DRG assignment and case mix/severity of illness data. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted).

**HIT 260 PROFESSIONAL PRACTICE****EXPERIENCE**

3 Hrs.

PREREQUISITE: HIT 232.

This course allows the student to correlate the experience of previous courses with on-site and on-campus laboratory learning experience. Emphasis is placed on application of all previous course work and orientation to all aspects of practice in a health information management department of a health care facility. Student competency is demonstrated by application of skills covered in theory and laboratory classes.

**HISTORY (HIS)****HIS 101 WESTERN CIVILIZATION I**

3 Hrs.

PREREQUISITE: ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course is a survey of social, intellectual, economic, and political developments, which have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

**HIS 102 WESTERN CIVILIZATION II 3 Hrs.**  
**PREREQUISITE:** ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present.

**HIS 201 UNITED STATES HISTORY I 3 Hrs.**  
**PREREQUISITE:** ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction.

**HIS 202 UNITED STATES HISTORY II 3 Hrs.**  
**PREREQUISITE:** ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

**HIS 256 AFRICAN-AMERICAN HISTORY 3 Hrs.**  
**PREREQUISITE:** ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course focuses on the experience of African-American people in the western hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America.

**HIS 299 DIRECTED STUDIES IN HISTORY 1-3 Hrs.**  
**PREREQUISITE:** ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course affords the student the opportunity to study selected topics of a historical nature under the direction of an instructor either as part of class or on an individual basis. Internships with historical and preservation organizations, thesis development, and the analysis of secondary monographs are examples of activities for this course. HIS 299 may be repeated for credit.

#### HOME ECONOMICS (HEC)

**HEC 140 PRINCIPLES OF NUTRITION 3 Hrs.**  
**PREREQUISITE:** RDG 085 or equivalent placement score.

This course introduces students to the principles of nutrition and the role and functions of nutrients

in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed.

#### HUMANITIES (HUM) **HUM 298 DIRECTED STUDIES IN**

**HUMANITIES 1-3 Hrs.**  
**PREREQUISITE:** ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty and the course may be repeated for credit.

#### **HUM 299-01 PTK HONORS COURSE I 1 Hr.** **PREREQUISITE:** None.

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty and the course may be repeated for credit.

#### **HUM 299-02 PTK HONORS COURSE II 1 Hr.** **PREREQUISITE:** None.

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty and the course may be repeated for credit.

#### **HUM 298-03 PTK HONORS COURSE III 1 Hr.** **PREREQUISITE:** None.

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty and the course may be repeated for credit.

#### INDUSTRIAL ELECTRONICS (ILT)

#### **ILT 100 APPLIED ELECTRONIC COMPUTATIONS 3 Hrs.** **PREREQUISITE:** None.

This course is an applied mathematics and algebra course for students in electronics or similar programs. Topics include decimals, fractions, negative numbers, powers and roots, the metric systems, logarithms, applied trigonometry, and algebra. Upon completion, the student should be able to perform applied mathematics calculations needed in electronics.

**ILT 106 CONCEPTS OF DIRECT CURRENT 5 Hrs.**

PREREQUISITE: None.

This course provides a study of basic concepts and application of direct current (DC). Specific topics include but are not limited to: an introduction to electrical theory, units and electrical measurement, DC electrical components, and constructing various types of DC circuits. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction.

**ILT 107 CONCEPTS OF ALTERNATING CURRENT 5 Hrs.**

PREREQUISITE: None.

This course provides a study of basic concepts and application of alternating current (AC). Specific topics include but are not limited to: an introduction to AC electrical theory, AC electrical measurements, and constructing and measuring various types of AC circuits. Students gain hands-on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators and the operation of various test equipment used to analyze and troubleshoot AC circuits.

**ILT 111 CONCEPTS OF SOLID STATE ELECTRONICS 5 Hrs.**

PREREQUISITE: ILT 107.

This course is an introduction to semiconductor fundamentals and applications to the electronic devices. Course covers the basic operations and applications to include rectifier circuits, transistors, and thyristors. Coverage is given to safety, use, and care with hazardous materials and personal as well as material and environmental considerations. Upon completion, the student should be able to construct and test for proper operation of various types of solid state devices.

**ILT 112 CONCEPTS OF DIGITAL ELECTRONICS 5 Hrs.**

PREREQUISITE: ILT 113.

This course provides instruction in digital electronics. Topics include: number systems and codes, a review of Boolean algebra, logic elements, digital circuits, programmable logic circuits, and memory and computing circuits. This course provides laboratory exercises to analyze, construct, test and troubleshoot digital circuits.

**ILT 113 CONCEPTS OF ELECTRONIC CIRCUITS 5 Hrs.**

PREREQUISITE: ILT 107.

This course covers the commonly utilized circuits found in all areas of electronics. These include various rectifiers, filters, voltage regulating circuits, operational amplifier circuits, ICs, and oscillator

circuits. Upon completion, the student should be able to construct and test various types of electronic circuits.

**ILT 115 ADVANCED INDUSTRIAL CONTROLS 3 Hrs.**

PREREQUISITE: ILT 107.

COREQUISITE: ILT 116.

This course emphasizes the fundamentals and applications of solid state motor starters. Topics include DC drives, AC variable frequency drives, thyristers, sequences circuits and closed loop control including PID process control. Upon completion, the student should be able to apply principles of solid state motor starters.

**ILT 116 ADVANCED INDUSTRIAL CONTROLS LAB 2 Hrs.**

PREREQUISITE: ILT 107.

COREQUISITE: ILT 115.

This lab emphasis DC drives, AC variable frequency drives, thyristers, sequences circuits and closed loop control including PID process control. Upon completion, the student should be able to apply principles of solid state motor starters.

**ILT 125 DIGITAL COMMUNICATIONS 3 Hrs.**

PREREQUISITE: None.

This course provides the electronics technician with sufficient background in data and digital communications to enter this rapidly expanding field. It includes telephone systems, error detection and correction, data link protocols, modems, multiple-channel systems, network architecture, fiber-optic communications, and data communications applications. Upon completion, the student should be able to describe the operation of various digital communications circuits and calculate all parameters.

**ILT 126 DIGITAL COMMUNICATIONS LAB 2 Hrs.**

PREREQUISITE: None.

This course provides experimentation to verify theories of digital communication. Upon completion of this course and Digital Communications, the student should be able to construct various digital communications circuits and make necessary measurements and adjustments.

**ILT 148 AUTOMATIC CONTROLS SYSTEMS 3 Hrs.**

PREREQUISITE: ILT 107.

COREQUISITE: ILT 149.

This course emphasizes automated control systems and sub-systems. Topics include robotics, programmable hydraulics, pneumatic, microprocessor, variable-speed drives, transducers, and related control circuitry with emphasis on troubleshooting the total system. Upon completion, the student should be able to apply principles of

	automated control systems.	
<b>ILT 149</b>	<b>AUTOMATIC CONTROLS SYSTEMS</b>	
	<b>LAB</b>	<b>2 Hrs.</b>
	PREREQUISITE: ILT 107.	
	COREQUISITE: ILT 148.	
	This lab emphasizes robotics, programmable hydraulics/pneumatic, microprocessors, variable-speed drives, transducers, and related control circuitry with emphasis on troubleshooting the total system. Upon completion, the student should be able to apply principles of automated control systems.	
<b>ILT 160</b>	<b>DC FUNDAMENTALS</b>	<b>3 Hrs.</b>
	PREREQUISITE: As required by program.	
	This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. This is a CORE course.	
<b>ILT 161</b>	<b>AC FUNDAMENTALS</b>	<b>3 Hrs.</b>
	PREREQUISITE: As determined by College.	
	This course provides a study of theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the function of AC such as RLC, impedance, phase relationships, and power factor. This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught. This is a CORE course.	
<b>ILT 164</b>	<b>CIRCUIT FABRICATION</b>	<b>1 Hr.</b>
	PREREQUISITE: ILT 107.	
	This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components, students will fabricate functional circuits. Topics include soldering, cable construction,	
	coaxial cable connection and termination, component mounting cases, and chassis, printed circuit board design, layout, fabrication, and repair, as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector maintenance, and related shop safety. Upon completion of this course, the student should be able to perform basic circuit and project construction.	
<b>ILT 166</b>	<b>MOTORS AND TRANSFORMERS I</b>	<b>3 Hrs.</b>
	PREREQUISITE: ILT 107.	
	This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. The lab enables to test motors, transformer types, and testing for input and output voltage. Upon completion, the student should be able to test motors, transformer types, and testing for input and output voltage.	
<b>ILT 167</b>	<b>AC/DC MACHINERY AND CONTROLS I</b>	<b>3 Hrs.</b>
	PREREQUISITE: ILT 107.	
	This course provides the student with knowledge in AC/DC machinery and controls. Topics include the characteristics and operating principles of the different types of AC/DC generators and motors, manual and automatic starters and controllers. The lab enables students to test, troubleshoot and repair AC/DC Machinery and controls. Upon completion, the student should be able to apply practical skills in AC/DC machinery.	
<b>ILT 169</b>	<b>HYDRAULICS/PNEUMATICS</b>	<b>3 Hrs.</b>
	PREREQUISITE: None.	
	This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics.	
<b>ILT 176</b>	<b>ELEMENTS OF INDUSTRIAL CONTROL</b>	<b>3 Hrs.</b>
	PREREQUISITE: None.	
	COREQUISITES: ILT 177.	
	This course covers the basics of automatic control of industrial systems using the programmable logic controller. Topics include relay logic, ladder logic, motor controls, and the development of ladder logic using software. Upon completion of this course and the associated lab, a student should be able to configure and program a PLC.	

<b>ILT 177</b>	<b>ELEMENTS OF INDUSTRIAL CONTROL LAB</b>	<b>2 Hrs.</b>	<b>ILT 197</b>	<b>MOTOR CONTROLS I</b>	<b>3 Hrs.</b>
	PREREQUISITE: None.			PREREQUISITE: ILT 107.	
	COREQUISITES: ILT 176.			This course covers the use of motor control symbols, magnetic motor starters, running overload protection, push-button stations, sizing of magnetic motor starters and overload protection, and complex ladder diagrams of motor control circuits. Topics include sizing magnetic starters and overload protection, the use of push-button stations, ladder diagrams, and magnetic motor starters in control of electric motors, wye-delta starting, part start winding, and resistor starting and electric starting devices. Upon completion, the student should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using push-button stations and understand complex motor control diagrams.	
<b>ILT 180</b>	<b>SPECIAL TOPICS</b>	<b>3 Hrs.</b>	<b>ILT 200</b>	<b>SURVEY OF VARIOUS MANUFACTURERS OF PROGRAMMABLE LOGIC CONTROLLERS</b>	<b>3 Hrs.</b>
	PREREQUISITE: None.			PREREQUISITE: None.	
	This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, the student should be able to solve job-related problems using technical skills and knowledge.			This course provides an introduction to various manufacturers of programmable logic controllers. The student will learn how the various manufacturers differ on their approaches to manufacturing and programming their PLCs and they will learn how they are similar. Upon completion, the student will have been exposed to various PLCs and will be able to confidently enter a PLC work environment and perform maintenance procedures on the PLCs used there.	
<b>ILT 194</b>	<b>INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS</b>	<b>3 Hrs.</b>	<b>ILT 201</b>	<b>INDUSTRIAL ELECTRONICS</b>	<b>3 Hrs.</b>
	PREREQUISITE: ILT 107.			PREREQUISITE: None.	
	This course focuses on the use of PLCs. Topics include operation, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. This lab enables students to practice operations, programming procedures, fault isolation procedures, and methods of entering, executing, debugging, and changing programs. Upon completion, the student should be able to apply principles of operations and programming of programmable logic controllers.			This course covers applications of electronics in the industry with a major emphasis on microprocessors as applied to data acquisition and machine control. Topics include A/D and D/A conversion, signal conditioning, sensors and transducers, control devices, stepper motors, and microprocessor interfacing. Upon completion, the student should be able to describe the operation of various sensors, signal conditioning, A/D and D/A conversion, and control devices, as well as, perform necessary calculations.	
<b>ILT 195</b>	<b>TROUBLESHOOTING TECHNIQUES I</b>	<b>3 Hrs.</b>	<b>ILT 202</b>	<b>INDUSTRIAL ELECTRONICS LAB</b>	<b>2 Hrs.</b>
	PREREQUISITE: ILT 107.			PREREQUISITE: None.	
	This course focuses on the systematic approach to solving problems. Emphasis is placed on the instrument failures and their interaction with process downtime. Upon completion, the student should be able to solve problems on a process simulator or in an actual setting.			This course demonstrates the concepts, devices, and applications of electronics in industrial processes. Upon completion, the student should be able to construct, evaluate, and calibrate basic industrial sensing, and control circuits.	
<b>ILT 196</b>	<b>ADVANCED PROGRAMMABLE LOGIC CONTROLLERS</b>	<b>3 Hrs.</b>	<b>ILT 205</b>	<b>MICROPROCESSORS</b>	<b>3 Hrs.</b>
	PREREQUISITE: None.			PREREQUISITE: None.	
	This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, the student should be able to demonstrate their ability in developing programs and troubleshooting the system.			This course introduces microprocessors and	

	explores their applications. The course emphasizes programming and interfacing the microprocessor chip. Upon completion, the student should be able to perform binary arithmetic, perform computer arithmetic, describe the basic operation procedures for a microprocessor system, and write programs for a basic microprocessor.		This lab covers the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, the student should be able to apply the principles of electro-mechanical devices.
ILT 206	<b>MICROPROCESSORS LAB</b> PREREQUISITE: None. This course provides familiarization of microprocessor instruction sets. Experiments in programming and interfacing provide an understanding of microprocessor theory. Upon completion, the student should be able to program and interface a basic microprocessor system.	2 Hrs.	
ILT 207	<b>MICROCONTROLLER FUNDAMENTALS</b> 3 Hrs. PREREQUISITE: None. Microcontroller fundamentals focuses on microcontrollers embedded systems typically used in industrial process and control environments. A survey of industrial microcontrollers from small scale to large scale integration solutions and their programming methods as it relates to motor controllers, HVAC control systems, automotive and avionic control systems, robotic interfacing, and data acquisition and communications systems will be conducted. Students completing this course will be able to identify key components of a microcontroller embedded system and create specific programming requirements using the native programming language of the microcontroller.		
ILT 211	<b>TROUBLESHOOTING TECHNIQUES</b> 3 Hrs. PREREQUISITE: None. This course focuses on the systematic approach to solving problems. Emphasis is placed on instrument failures and their interaction with process downtime. Upon completion, the student should be able to solve problems on a process simulator or in an actual setting.		
ILT 216	<b>INDUSTRIAL ROBOTICS</b> 3 Hrs. PREREQUISITE: ILT 107. COREQUISITE: ILT 217. This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, the student should be able to apply the principles of electromechanical devices.		
ILT 217	<b>INDUSTRIAL ROBOTICS LAB</b> 2 Hrs. PREREQUISITE: ILT 107. COREQUISITE: ILT 216.		
ILT 220	<b>ELECTRO-OPTICS</b> 3 Hrs. PREREQUISITE: None. This course provides a study of fiber optics principles. Topics include optical components, the physics of light, radiation measurements, fiber optic applications, light sources, optic receivers, transmitters and sensors, fiber optic systems, data transfer systems concepts, and systems troubleshooting. Upon completion, the student should be able to apply principles of fiber optics.		
ILT 221	<b>ELECTRO-OPTICS LAB</b> 2 Hrs. PREREQUISITE: None. This lab enables the student to apply principles of fiber optics.		
ILT 224	<b>ELECTRONIC COMMUNICATIONS</b> 3 Hrs. PREREQUISITE: None. This course provides the student with knowledge in electronic circuits used in amplitude, frequency, and phase modulation communication systems. Topics include modulation and detection techniques, antennas and transmission lines. Upon completion, the student should be able to apply principles of filters, oscillators, classes of amplifiers, and resonance.		
ILT 225	<b>ELECTRONIC COMMUNICATIONS LAB</b> 2 Hrs. PREREQUISITE: None. This lab focuses on electronic circuits used in amplitude, frequency, and phase modulation communication systems. Topics include modulation and detection techniques, antennas and transmission lines. Upon completion, the student should be able to apply principles of filters, oscillators, classes of amplifiers, and resonance.		
ILT 228	<b>FCC GENERAL RADIOTELEPHONE LICENSE PREP</b> 3 Hrs. PREREQUISITE: ILT 113. This course includes the information necessary for the successful completion of the Federal Communication Commission's General Radiotelephone License Examination. A comprehensive coverage of rules, regulations, and electronic theory is accomplished. Upon completion, the student should understand the preparation necessary to successfully complete the exam process.		

<b>ILT 239</b>	<b>CERTIFICATION PREPARATION</b>	<b>3 Hrs.</b>	
	PREREQUISITE: ILT 112.		
	This course includes the review necessary before attempting technician certification examinations given by various non-government certifying organizations and pre-employment tests given by employers. Upon completion of this course, the student should understand the preparations necessary to successfully complete the exam process.		
<b>ILT 251</b>	<b>RF COMMUNICATIONS</b>	<b>3 Hrs.</b>	
	PREREQUISITE: None.		
	This course provides a study of the transmission and receiving of analog communication signals that are used in radio, television, and radio frequency (F.F.) communication applications. Emphasis is placed on circuits that produce, transmit, and receive RF signals used in radio, television, and RF communication. Upon completion, the student should be able to apply RF communication principles in the transmission and receiving of radio, television, and RF communication signals.		
<b>ILT 252</b>	<b>DIGITAL COMMUNICATIONS</b>	<b>3 Hrs.</b>	
	PREREQUISITE: None.		
	This course provides a study of the transmission and receiving digital communication signals that are used in radio, television, and digital communication applications. Emphasis is placed on circuits that produce, transmit, and receive digital signals used in radio, television, and digital communication. Upon completion, the student should be able to apply digital communication principles in the transmission and receiving of radio, television, and digital communication signals.		
<b>ILT 262</b>	<b>CERTIFICATION PREPARATION</b>	<b>3 Hrs.</b>	
	PREREQUISITE: ILT 112.		
	This course provides an overview of electrical/electronics principles to prepare the student for the CET exam. Upon completion, the student should be able to pass the CET exam and be classified as a national certified electronic technician.		
<b>ILT 271</b>	<b>INDEPENDENT STUDY</b>	<b>2 Hrs.</b>	
	PREREQUISITE: None.		
	This course is designed to allow the student to independently study various topics related to instrumentation technology. Emphasis is placed on the refinement or advancement of a particular skill or skills. Upon completion, the student should be able to perform specific job related functions according to standard operating procedures.		
<b>ILT 276</b>	<b>ELEMENTS OF INDUSTRIAL CONTROL II</b>	<b>3 Hrs.</b>	
	PREREQUISITE: None.		
	COREQUISITE: ILT 277.		
	This course includes the advanced principals of PLC's including hardware, programming, variable speed drives, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, the student should be able to demonstrate their ability in developing programs and troubleshooting the system.		
<b>ILT 277</b>	<b>ELEMENTS OF INDUSTRIAL CONTROL II LAB</b>	<b>2 Hrs.</b>	
	PREREQUISITE: None.		
	COREQUISITE: ILT 276		
	This course includes the advanced principals of PLC's including hardware, programming, variable speed drives, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, the student should be able to demonstrate their ability in developing programs and troubleshooting the system.		
<b>ILT 280</b>	<b>SPECIAL TOPICS</b>	<b>3 Hrs.</b>	
	PREREQUISITE: None.		
	This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, the student should be able to solve job related problems using technical skills and knowledge.		
<b>ILT 289</b>	<b>COOPERATIVE EDUCATION</b>	<b>1 Hrs.</b>	
	PREREQUISITE: None.		
	This course provides students work experience with a College-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, the student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.		
<b>ILT 291</b>	<b>COOPERATIVE EDUCATION</b>	<b>3 Hrs.</b>	
	PREREQUISITE: None.		
	This course provides students work experience with a College-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, the student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.		
<b>ILT 292</b>	<b>COOPERATIVE EDUCATION</b>	<b>3 Hrs.</b>	
	PREREQUISITE: None.		
	This course provides students work experience with		

a College-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, the student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**ILT 293 COOPERATIVE EDUCATION 3 Hrs.**  
PREREQUISITE: None.

This course provides students work experience with a College-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, the student should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

## INDUSTRIAL MAINTENANCE TECHNOLOGY (INT)

**INT 117 PRINCIPLES OF INDUSTRIAL MECHANICS 3 Hrs.**  
PREREQUISITE: None.

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, the student should be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.

**INT 118 FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS 3 Hrs.**  
PREREQUISITE: None.

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, the student should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems.

**INT 123 CONCEPTS OF SOLID STATE ELECTRONICS 5 Hrs.**  
PREREQUISITE: None.

This course is an introduction to semiconductor fundamentals and applications to the electronic devices. Course covers the basic operations and applications to include rectifier circuits, transistors, and thyristors. Coverage is given to safety, use, and care with hazardous materials and personal as well as material and environmental considerations.

Upon completion, the student should be able to construct and test for proper operation of various types of solid state devices.

**INT 126 PREVENTIVE MAINTENANCE 3 Hrs.**  
PREREQUISITE: None.

This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon completion, the student should demonstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts.

**INT 127 PRINCIPLES OF INDUSTRIAL PUMPS AND PIPING SYSTEMS 3 Hrs.**  
PREREQUISITE: None.

This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include pump identification, operation, and installation, maintenance and troubleshooting, and piping systems, and their installation. Upon course completion, the student should be able to install, maintain, and troubleshoot industrial pumps and piping systems.

**INT 151 MACHINE SHOP FUNDAMENTALS 3 Hrs.**  
PREREQUISITE: None.

This course focuses on metal cutting machines used to make parts and tools. Topics include lathes, mills, drills, and presses. Upon completion, the student should have the ability to use precision measurement instruments and to read mechanical drawings.

**INT 207 INDUSTRIAL AUTOMATIC CONTROLS 3 Hrs.**  
PREREQUISITE: None.

This course focuses on the function of automatic controllers in different modes: on-off, proportional, reset, derivative, ratio, and cascade. Topics include operation of pneumatic, electronic, and computer process control equipment; service of basic process equipment and instrumentation; correct operation and maintenance of valves and pumps; recognizing patterns from data; developing and interpreting control charts; determining control limits; and performing root cause analysis. Upon completion, the student should be able to write start-up and shutdown procedures, operate, monitor, and control continuous and batch model plants.

**INT 221 DC FUNDAMENTALS 3 Hrs.**  
PREREQUISITE: None.

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series,

parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic test equipment.	INT 266 INDUSTRIAL MAINTENANCE CUTTING/WELDING 2 Hrs. PREREQUISITE: None.
INT 223 AC FUNDAMENTALS 3 Hrs. PREREQUISITE: None. This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, the student should be able to design AC circuits and explain the function of alternating circuits such as RLC, impedance, phase relationships and power factor.	INT 284 APPLIED PRINCIPLES OF PROGRAMMABLE CONTROLLERS 2 Hrs. PREREQUISITE: None.
INT 234 PRINCIPLES OF INDUSTRIAL MAINTENANCE WELDING AND METAL CUTTING TECHNIQUES 3 Hrs. PREREQUISITE: None This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting place and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon completion, the student should demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment.	INT 288 ADVANCED PRINCIPLES OF PROGRAMMABLE CONTROLLERS 2 Hrs. PREREQUISITE: None.
INT 260 MATHEMATICS FOR INDUSTRIAL TECHNICIANS 3 Hrs. PREREQUISITE: None. This course is designed to provide an understanding of basic mathematical concepts used in an industrial setting. Topics include the arithmetic of whole numbers, fractions, and decimals, basic ratio, proportion, and percent, and application problems in industrial maintenance.	INTERDISCIPLINARY STUDIES (IDS) IDS 100 CAREER PLANNING AND PERSONAL DEVELOPMENT 3 Hrs. PREREQUISITE: RDG 085 or equivalent placement score.
INT 261 BLUEPRINT READING FOR INDUSTRIAL TECHNICIANS 3 Hrs. PREREQUISITE: None. This course is designed to provide the student a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings; recognition and interpretation of various types of views, tolerance, and dimensions.	IDS 114 INTERDISCIPLINARY SEMINAR: CURRENT TOPICS IN HUMAN CONCERN 1-2 Hrs. PREREQUISITE: RDG 085 or equivalent placement score.
	This course is a seminar/discussion course designed to provide an opportunity for the student to conduct an in-depth investigation of selected topics. The particular topic selected will include issues from two or more disciplines and is determined by faculty and student interest. Classroom experiences emphasize and help develop skills in organizing and presenting information as well as explaining and

defending ideas and conclusions. An oral seminar presentation is required. IDS 114 may be repeated for credit.

**IDS 200 COLLEGE SCHOLARS BOWL WORKSHOP 1 Hr.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course offers the student preparation, practice, and participation in the College Scholars Bowl Program and competition. IDS 200 may be repeated for credit.

**IDS 299 DIRECTED STUDIES IN LEADERSHIP 1-2 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course provides training and experience in leadership techniques and practice. The student is required to serve in leadership positions on campus or in the community. IDS 299 may be repeated for credit.

**LIBRARY SCIENCE (LBS)**

**LBS 101 INTRODUCTION TO LIBRARY USE II 1 Hr.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course provides instruction in the use of the library. Emphasis is placed on basic library skills, including use of library catalogs, reference sources, current information sources, and indexes.

**LBS 102 INTRODUCTION TO LIBRARY USE III 1 Hr.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course builds on basic library skills offered in LBS 101, with particular emphasis on library resources involved in writing the research paper.

**MACHINE TOOL TECHNOLOGY (MTT)**

**MTT 100 MACHINING TECHNOLOGY I 6 Hrs.**

PREREQUISITE: None.

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, the student should be able to perform the basic operation of measuring, layout, drilling, sawing, turning, and milling.

**MTT 103 MACHINING TECHNOLOGY II 6 Hrs.**

PREREQUISITE: None.

This course provides additional instruction and practice in the use of measuring tools, lathers, milling machines, and grinders. Emphasis is place on setup and operation of machine tools including the selection of work holding devices, speeds, feeds,

cutting tools and coolants. Upon completion, the student should be able to perform basic procedures of precision grinding and advanced operations of measuring, layout, drilling, sawing turning and milling.

**MTT 104 EDM AND METALLURGY 3 Hrs.**

PREREQUISITE: None.

Students study the theory of operation and safety in operation of various EDM machines. Students learn metal characteristics, metal finishing and the heat treatment of metals.

**MTT 105 EDM AND METALLURGY LAB 3 Hrs.**

PREREQUISITE: None.

Students learn to set-up and safely operate an EDM machine. Students learn to identify safely heat treat different metals.

**MTT 107 MACHINING CALCULATIONS I 3 Hrs.**

PREREQUISITE: None.

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, the student should be able to perform basic shop calculations.

**MTT 108 MACHINE HANDBOOK FUNCTIONS I 3 Hrs.**

PREREQUISITE: None.

This course covers the machinists' handbook. Emphasis is placed on formulas, tables, usage and related information. Upon completion, the student should be able to use the handbook in the calculation and set up of machine tools.

**MTT 109 ORIENTATION TO COMPUTER ASSISTED MANUFACTURING 3 Hrs.**

PREREQUISITE: None.

This course is preparation for the more advanced CAM courses. Emphasis is placed on computer parts and accessories, DOS fundamentals, file management, graphics programming, and standard (CAM) machine codes. Upon completion, the student should be able to apply basic computer functions to machine tool projects.

**MTT 110 INTRODUCTION TO INJECTION MOLDING 3 Hrs.**

PREREQUISITE: None.

Students learn the fundamentals of injection molding operations, including molding terminology, machine part identification, operating safety, machine controls and machine startup and shutdown. Students are taught to identify common part defects such as short shots, flash, warp, surface defects, color changes and shrinkage. Students learn the properties of commonly used molding materials.

**MTT 121 BASIC BLUEPRINT READING FOR MACHINISTS 3 Hrs.**

PREREQUISITE: None.

This course covers the basic principles of blueprint reading and sketching. Topics include multiview drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, the student should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

**MTT 127 METROLOGY 3 Hrs.**

PREREQUISITE: None.

This course introduces the use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion students should be able to demonstrate correct use of measuring instruments.

**MTT 129 LATHE OPERATIONS 6 Hrs.**

PREREQUISITE: None.

This course includes more advanced lathe practices such as taper turning, threading, boring, and set-up procedures. Emphasis is placed on safety procedures and the machinist responsibility in the set-up and operation of lathes. Upon completion, the student should be able to apply lathe techniques to produce tool projects.

**MTT 131 INTERMEDIATE BLUEPRINT READING 3 Hrs.**

PREREQUISITE: None.

The purpose of this course is for students to further apply knowledge and skills with reading and interpreting blue prints for machining operations. Specific topics include: calculating missing dimensions from drawings, drawing different views of an object, knowledge of features and types of threads and fasteners used in mechanical objects, types of surface requirements on blueprints, and interpreting blueprints for casting and weldments.

**MTT 136 MILLING OPERATIONS 6 Hrs.**

PREREQUISITE: None

This course provides basic knowledge of milling machines. Emphasis is placed on types of milling machines and their uses, cutting speed, feed calculations, and set-up procedures. Upon completion, the student should be able to apply milling techniques to produce machine tool projects.

**MTT 146 PRECISION GRINDING MACHINES I 6 Hrs.**

PREREQUISITE: None

This course is the study of precision grinding machines and their operations. The course will also focus on the different types of grinding machines, different setup procedures, grinding

wheel characteristics and selection, and surface finish requirements and characteristics.

**MTT 154 METALLURGY 3 Hrs.**

PREREQUISITE: None.

This course covers the production, properties, testing, classification, microstructure, and heat treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, the student should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

**MTT 181/182/281/282 SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY 3 Hrs.**

PREREQUISITE: None.

This course is a guided independent study of special projects in machine tool technology. Emphasis is placed on the student's needs. Upon completion, the student should be able to demonstrate skills developed to meet specific needs.

**MTT 291 COOPERATIVE EDUCATION IN MACHINE TOOL TECHNOLOGY 3 Hrs.**

PREREQUISITE: None.

Students work on a part-time basis in a job directly related to machine tool technology. The employer and supervising instructor evaluate students' progress. Upon completion, the student should be able to apply skills and knowledge in an employment setting.

**MASS COMMUNICATIONS (MCM)****MCM 100 INTRODUCTION TO MASS****COMMUNICATION**

3 Hrs.

PREREQUISITE: RDG 085 or equivalent placement score.

This course provides the student with general study of mass communication and journalism. This course includes theory, development, regulation, operation, and effects upon society.

**MCM 113-114-115, 213-214-215****STUDENT PUBLICATIONS**

1-2 Hrs.

PREREQUISITE: RDG 085 or equivalent placement score.

These courses offer practical experience in journalism skills through working on the staff of student publications.

**MCM 120 INTRODUCTION TO JOURNALISM 3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

A first writing course in journalism, this course features journalistic style, copy reading, story types, headlines, typography, and page make-up.		individual need of the student.
<b>MCM 130 NEWS REPORTING</b> <span style="float: right;">3 Hrs.</span>		
PREREQUISITE: RDG 085 or equivalent placement score.		
This course includes instruction and practice in news gathering and news writing techniques, including methodology, observation, interviews, and use of sources.		
<b>MCM 200 NEWS PHOTOGRAPHY</b> <span style="float: right;">3 Hrs.</span>		
PREREQUISITE: None.		
COREQUISITE: ENG 101.		
This course includes practice in camera techniques, film developing, and print making for newspapers and other publications.		
<b>MCM 230 SURVEY OF ADVERTISING</b> <span style="float: right;">3 Hrs.</span>		
PREREQUISITE: None.		
COREQUISITE: ENG 101.		
This course includes instruction in the structure and functions of the advertising agency and the elements of effective advertisement.		
<b>MCM 240 INTRODUCTION TO PUBLIC RELATIONS</b> <span style="float: right;">3 Hrs.</span>		
PREREQUISITE: None.		
COREQUISITE: ENG 101.		
This course is an introduction to public relations techniques, including the grouping of publics, publication strategies, and preparation of publicity for various media.		
<b>MATHEMATICS (MTH or MAH)</b>		
<b>MAH 101 INTRODUCTORY MATHEMATICS I</b> <span style="float: right;">3 Hrs.</span>		
PREREQUISITE: None.		
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include business and industry related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, the student should be able to solve practical problems in his or her specific occupational areas of study. This is a course designed for the student seeking a certificate and does not meet the general core requirement for mathematics.		
<b>MTH 080 MATHEMATICS LABORATORY</b> <span style="float: right;">1-2 Hrs.</span>		
PREREQUISITE: None.		
This course is designed to offer supplemental help to students in mathematics. Students work in a laboratory situation with qualified instructors. This course may be repeated as needed. Emphasis is on arithmetic and algebra as determined by the		
<b>MTH 090 BASIC MATHEMATICS</b> <span style="float: right;">2-4 Hrs.</span>		
PREREQUISITE: None.		
This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance.		
<b>MTH 098 ELEMENTARY ALGEBRA</b> <span style="float: right;">4 Hrs.</span>		
PREREQUISITE: MTH 090 or equivalent placement score.		
This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs.		
<b>MTH 100 INTERMEDIATE COLLEGE ALGEBRA</b> <span style="float: right;">3 Hrs.</span>		
PREREQUISITE: MTH 098 or equivalent placement score, RDG 085 or equivalent placement score.		
This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirements for mathematics.		
<b>MTH 110 FINITE MATHEMATICS</b> <span style="float: right;">3 Hrs.</span>		
PREREQUISITE: A grade of C or better in MTH 100 or equivalent placement score, RDG 085 or equivalent placement score.		
This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by the student who is not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method, and applications.		
<b>MTH 112 PRECALCULUS ALGEBRA</b> <span style="float: right;">3 Hrs.</span>		
PREREQUISITE: A grade of C or better in MTH 100 or equivalent placement score, RDG 085 or equivalent placement score.		
This course emphasizes the algebra of functions including polynomial, rational, exponential, and		

logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

**MTH 113 PRECALCULUS TRIGONOMETRY 3 Hrs.**

PREREQUISITE: A grade of C or better in MTH 112 or equivalent placement score, RDG 085 or equivalent placement score..

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems.

**MTH 116 MATHEMATICAL APPLICATIONS 3 Hrs.**

PREREQUISITE: A grade of S in MTH 090 or equivalent placement score, RDG 085 or equivalent placement score.

This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for the student seeking an AAS degree and does not meet the general core requirement for mathematics.

**MTH 120 CALCULUS AND ITS APPLICATIONS 3 Hrs.**

PREREQUISITE: A grade of C or better in MTH 112 or equivalent placement score, RDG 085 or equivalent placement score.

This course is intended to give a broad overview of calculus and is taken primarily by the student majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hopital's Rule, and multiple integration (including applications).

**MTH 125 CALCULUS I 4 Hrs.**

PREREQUISITE: A grade of C or better in MTH 113 or equivalent placement score, RDG 085 or equivalent placement score.

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic

functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

**MTH 126 CALCULUS II 4 Hrs.**

PREREQUISITE: A grade of C or better in MTH 125 or equivalent placement score, RDG 085 or equivalent placement score.

This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

**MTH 227 CALCULUS III 4 Hrs.**

PREREQUISITE: A grade of C or better in MTH 126 or equivalent placement score, RDG 085 or equivalent placement score.

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem.

**MTH 231 MATH FOR THE ELEMENTARY****TEACHER I 3 Hrs.**

PREREQUISITE: A grade of C or better in MTH 100 or higher level mathematics course, RDG 085 or equivalent placement score..

This course is designed to provide appropriate insights into mathematics for the student majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, the student is required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts.

**MTH 232 MATH FOR THE ELEMENTARY****TEACHER II 3 Hrs.**

PREREQUISITE: A grade of C or better in MTH 231.

This course is the second of a three-course sequence

and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, the student will test for mathematical proficiency and the learning of teaching concepts. The student also should demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade.

**MTH 238 APPLIED DIFFERENTIAL EQUATIONS I 3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

COREQUISITE: MTH 227.

An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous.

## MILITARY SCIENCE (MSC)

**MSC 101 MILITARY SCIENCE I: COLLEGE**

**SURVIVAL SKILLS**

**2 Hrs.**

PREREQUISITE: None.

Instruction on enhancing reading, note taking, time management, writing, and memory skills. Role of the Army and its components, customs and traditions of the military, and the organization of the Army.

**MSC 101a ADVENTURE TRAINING**

**2 Hrs.**

PREREQUISITE: None.

Action oriented alternative to MS 101. Helps you meet everyday adversity and shows you how resourcefulness can help you survive an emergency, ensuring a safe and enriching adventure in the wilderness. Includes First Aid, map reading, orienteering, rifle marksmanship, water survival, repelling, and outdoor wilderness training. Fully substitutes for MS 101 in ROTC curriculum.

**MSC 102 MILITARY SCIENCE I: CONTINUATION OF COLLEGE SURVIVAL SKILLS 2 Hrs.**

PREREQUISITE: None.

Instruction on enhanced thinking, test-taking, and money and relationship skills. Review of MS 101 military skills for students who opted for MS 101a. First aid techniques, concepts of military leadership, and counseling.

**MSC 110 PHYSICAL TRAINING**

**1 Hr.**

PREREQUISITE: None.

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

**MSC 111 PHYSICAL TRAINING**

**1 Hr.**

PREREQUISITE: None.

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

**MSC 112 PHYSICAL TRAINING**

**1 Hr.**

PREREQUISITE: None.

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

**MSC 113 PHYSICAL TRAINING**

**1 Hr.**

PREREQUISITE: None.

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

**MSC 114 PHYSICAL TRAINING**

**1 Hr.**

PREREQUISITE: None.

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

**MSC 115 PHYSICAL TRAINING**

**1 Hr.**

PREREQUISITE: None.

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

**MSC 116 PHYSICAL TRAINING**

**1 Hr.**

PREREQUISITE: None.

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

**MSC 117 PHYSICAL TRAINING**

**1 Hr.**

PREREQUISITE: None.

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

<b>MSC 118 PHYSICAL TRAINING</b>	<b>1 Hr.</b>	<b>CLASS FRETTED INSTRUMENTS I, II, III, IV</b>	
PREREQUISITE: None.		MUL 170 PREREQUISITE: Permission of the instructor.	
Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.		MUL 171 PREREQUISITE: MUL 170	
		MUL 270 PREREQUISITE: MUL 171	
		MUL 271 PREREQUISITE: MUL 270	
<b>MSC 201 GENERAL MILITARY SCIENCE</b>	<b>2 Hrs.</b>	<b>MUSIC WORKSHOP I,II, III, IV</b>	<b>1-3 Hrs.</b>
PREREQUISITE: None.		PREREQUISITE: Permission of the instructor.	
Classroom study and hands on application in professional and college related skills. Emphasis on leadership, first aid, oral/written and interpersonal communication skills. Includes principles and techniques considered essential in reading military maps.		This course is a seminar clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, the student should be able to effectively participate in performances presented by this type of ensemble.	
<b>MUSIC (MUL) (MUP) (MUS)</b>		<b>MUL 172-73; 272-73 MUSICAL THEATRE</b>	
<b>MUL SEE LIST CLASS PERFORMANCE INSTRUCTION</b>	<b>1 Hr.</b>	<b>WORKSHOP I,II, III, IV</b>	<b>1-2 Hrs.</b>
PREREQUISITE: None.		PREREQUISITE: Permission of the instructor.	
Group instruction is available in voice, piano, strings, woodwinds, brass, percussion, and fretted instruments for the student with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique, and general musicianship skills. Upon completion of one or a sequence of courses, the student should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.		This course includes the study of musical theatre history, styles, performance, and technical production. Emphasis is placed on the supervised study, preparation, production, and performances of scenes or complete works of musical theatre. Upon completion, the student should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.	
<b>CLASS PIANO I, II, III, IV</b>		<b>MUL 174-75; 274-75 OPERA WORKSHOP</b>	
<b>MUL 101 PREREQUISITE: Permission of the instructor.</b>		<b>I, II, III, IV</b>	<b>1-2 Hrs.</b>
<b>MUL 102 PREREQUISITE: MUL 101</b>		PREREQUISITE: Permission of the instructor.	
<b>MUL 201 PREREQUISITE: MUL 102</b>		This course includes the study of opera history, styles, performance, and technical production. Emphasis is placed on the supervised study, preparation, production, and performance of scenes or complete works of opera. Upon completion, the student should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.	
<b>MUL 202 PREREQUISITE: MUL 201</b>			
<b>CLASS VOICE I, II, III, IV</b>			
<b>MUL 111 PREREQUISITE: Permission of the instructor.</b>			
<b>MUL 112 PREREQUISITE: MUL 111</b>			
<b>MUL 211 PREREQUISITE: MUL 112</b>			
<b>MUL 212 PREREQUISITE: 211</b>			
<b>CLASS BRASS I, II, III, IV</b>		<b>MUL SEE LIST MUSIC ENSEMBLES</b>	<b>1-2 Hrs.</b>
<b>MUL 141 PREREQUISITE: Permission of the instructor.</b>		PREREQUISITE: Permission of the instructor.	
<b>MUL 142 PREREQUISITE: MUL 141</b>		This course provides an opportunity for the student to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, the student should be able to effectively participate in performances presented by the ensemble.	
<b>MUL 241 PREREQUISITE: MUL 142</b>			
<b>MUL 242 PREREQUISITE: MUL 241</b>			
<b>CLASS PERCUSSION I, II, III, IV</b>		<b>CHORUS I, II, III, IV</b>	
<b>MUL 151 PREREQUISITE: Permission of the instructor.</b>		<b>MUL 180 PREREQUISITE: Permission of the instructor.</b>	
<b>MUL 152 PREREQUISITE: MUL 151</b>		<b>MUL 181 PREREQUISITE: MUL 180</b>	
<b>MUL 251 PREREQUISITE: MUL 152</b>		<b>MUL 280 PREREQUISITE: MUL 181</b>	
<b>MUL 252 PREREQUISITE: MUL 251</b>		<b>MUL 281 PREREQUISITE: MUL 280</b>	
<b>CLASS FRETTED INSTRUMENTS I, II, III, IV</b>			
<b>MUL 161 PREREQUISITE: Permission of the instructor.</b>			
<b>MUL 162 PREREQUISITE: MUL 161</b>			
<b>MUL 261 PREREQUISITE: MUL 162</b>			
<b>MUL 262 PREREQUISITE: MUL 261</b>			

**VOCAL ENSEMBLE I, II, III, IV**

**MUL 182** PREREQUISITE: Permission of the instructor.  
**MUL 183** PREREQUISITE: MUL 182  
**MUL 282** PREREQUISITE: MUL 183  
**MUL 283** PREREQUISITE: MUL 282

**JAZZ/SHOW CHOIR I, II, III, IV**

**MUL 184** PREREQUISITE: Permission of the instructor.  
**MUL 185** PREREQUISITE: MUL 184  
**MUL 284** PREREQUISITE: MUL 185  
**MUL 285** PREREQUISITE: MUL 284

**CONCERT BAND I, II, III, IV**

**MUL 190** PREREQUISITE: Permission of the instructor.  
**MUL 191** PREREQUISITE: MUL 190  
**MUL 290** PREREQUISITE: MUL 191  
**MUL 291** PREREQUISITE: MUL 290

**INSTRUMENTAL ENSEMBLE I, II, III, IV**

**MUL 192** PREREQUISITE: Permission of the instructor.  
**MUL 193** PREREQUISITE: MUL 192  
**MUL 292** PREREQUISITE: MUL 193  
**MUL 293** PREREQUISITE: MUL 292

**ORCHESTRA I, II, III, IV**

**MUL 194** PREREQUISITE: Permission of the instructor.  
**MUL 195** PREREQUISITE: MUL 194  
**MUL 294** PREREQUISITE: MUL 195  
**MUL 295** PREREQUISITE: MUL 294

**JAZZ/SHOW BAND I, II, III, IV**

**MUL 196** PREREQUISITE: Permission of the instructor.  
**MUL 197** PREREQUISITE: MUL 196  
**MUL 296** PREREQUISITE: MUL 197  
**MUL 297** PREREQUISITE: MUL 296

**MARCHING BAND I, II, III, IV**

**MUL 198** PREREQUISITE: Permission of the instructor.  
**MUL 199** PREREQUISITE: MUL 198  
**MUL 298** PREREQUISITE: MUL 199  
**MUL 299** PREREQUISITE: MUL 298

**MUP SEE LIST INDIVIDUAL PERFORMANCE INSTRUCTION 1-2 Hrs.**  
Applied study in voice and instrumental areas is limited to 4 semesters of study. Additional study for students may be requested of the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

**PRIVATE PIANO I, II, III, IV**

**MUP 101** PREREQUISITE: Permission of the instructor.  
**MUP 102** PREREQUISITE: MUP 101  
**MUP 201** PREREQUISITE: MUP 102  
**MUP 202** PREREQUISITE: MUP 201

**PRIVATE VOICE I, II, III, IV**

**MUP 111** PREREQUISITE: Permission of the instructor.  
**MUP 112** PREREQUISITE: MUP 111  
**MUP 211** PREREQUISITE: MUP 112  
**MUP 212** PREREQUISITE: MUP 211

**PRIVATE GUITAR I, II, III, IV**

**MUP 133** PREREQUISITE: Permission of the instructor.  
**MUP 134** PREREQUISITE: MUP 133  
**MUP 233** PREREQUISITE: MUP 134  
**MUP 234** PREREQUISITE: MUP 233

**PRIVATE FLUTE I, II, III, IV**

**MUP 141** PREREQUISITE: Permission of the instructor.  
**MUP 142** PREREQUISITE: MUP 141  
**MUP 241** PREREQUISITE: MUP 142  
**MUP 242** PREREQUISITE: MUP 241

**PRIVATE CLARINET I, II, III, IV**

**MUP 143** PREREQUISITE: Permission of the instructor.  
**MUP 144** PREREQUISITE: MUP 143  
**MUP 243** PREREQUISITE: MUP 144  
**MUP 244** PREREQUISITE: MUP 243

**PRIVATE SAXOPHONE I, II, III, IV**

**MUP 145** PREREQUISITE: Permission of the instructor.  
**MUP 146** PREREQUISITE: MUP 145  
**MUP 245** PREREQUISITE: MUP 146  
**MUP 246** PREREQUISITE: MUP 245

**PRIVATE OBOE I, II, III, IV**

**MUP 151** PREREQUISITE: Permission of the instructor.  
**MUP 152** PREREQUISITE: MUP 151  
**MUP 251** PREREQUISITE: MUP 152  
**MUP 252** PREREQUISITE: MUP 251

**PRIVATE TRUMPET I, II, III, IV**

**MUP 161** PREREQUISITE: Permission of the instructor.  
**MUP 162** PREREQUISITE: MUP 161  
**MUP 261** PREREQUISITE: MUP 162  
**MUP 262** PREREQUISITE: MUP 261

**PRIVATE FRENCH HORN I, II, III, IV**

**MUP 163** PREREQUISITE: Permission of the instructor.  
**MUP 164** PREREQUISITE: MUP 163  
**MUP 263** PREREQUISITE: MUP 164  
**MUP 264** PREREQUISITE: MUP 263

**PRIVATE MELLOPHONE I, II, III, IV**

**MUP 165** PREREQUISITE: Permission of the instructor.  
**MUP 166** PREREQUISITE: MUP 165  
**MUP 265** PREREQUISITE: MUP 166  
**MUP 266** PREREQUISITE: 265

**PRIVATE TROMBONE I, II, III, IV**

MUP 171 PREREQUISITE: Permission of the instructor.  
 MUP 172 PREREQUISITE: MUP 171  
 MUP 271 PREREQUISITE: MUP 172  
 MUP 272 PREREQUISITE: MUP 271

**PRIVATE EUPHONIUM I, II, III, IV**

MUP 173 PREREQUISITE: Permission of the instructor.  
 MUP 174 PREREQUISITE: MUP 173  
 MUP 273 PREREQUISITE: MUP 174  
 MUP 274 PREREQUISITE: MUP 273

**PRIVATE TUBA I, II, III, IV**

MUP 175 PREREQUISITE: Permission of the instructor.  
 MUP 176 PREREQUISITE: MUP 175  
 MUP 275 PREREQUISITE: MUP 176  
 MUP 276 PREREQUISITE: MUP 275

**PRIVATE PERCUSSION I,II, III, IV**

MUP 181 PREREQUISITE: Permission of the instructor.  
 MUP 182 PREREQUISITE: MUP 181  
 MUP 281 PREREQUISITE: MUP 182  
 MUP 282 PREREQUISITE: MUP 281

**MUS 100 CONVOCATION**

1 Hr.

PREREQUISITE: None.

This course (required for music majors/minors each semester) is designed to expose the student to a variety of repertory styles and to give the student an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty, or students, and on personal performance(s) in class each semester.

**MUS 101 MUSIC APPRECIATION**

3 Hrs.

PREREQUISITE: RDG 085 or equivalent placement score.

This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, the student should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

**MUS 110 BASIC MUSICIANSHIP**

3 Hrs.

PREREQUISITE: Permission of the instructor.

This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords, and basic sight singing and ear training skills. Upon

completion, the student should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody, and harmony.

**MUS 111 MUSIC THEORY I**

3 Hrs.

PREREQUISITE: MUS 110 or permission of the instructor.

COREQUISITE: MUS 113, if ear training lab is a separate course.

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, the student should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills.

**MUS 112 MUSIC THEORY II**

3 Hrs.

PREREQUISITE: MUS 111.

COREQUISITE: MUS 114, if ear training lab is a separate course.

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases, and periods. Upon completion, the student should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills.

**MUS 113 MUSIC THEORY LAB I**

1 Hr.

PREREQUISITE: MUS 110 or permission of the instructor.

COREQUISITE: MUS 111, if ear training lab is a separate course.

This course provides the practical application of basic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter, and four-part triadic progressions in root position. Upon completion, the student should be able to write, sing, and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads, and short four-part progressions in root position.

**MUS 114 MUSIC THEORY LAB II**

1 Hr.

PREREQUISITE: MUS 113.

COREQUISITE: MUS 112, if ear training lab is a separate course.

This course continues the practical application of

diatonic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter, and four-part diatonic progressions in all inversions. Upon completion, the student should be able to write, sing, and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies, and four-part diatonic progressions.

**MUS 115 FUNDAMENTALS OF MUSIC 3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course is designed to teach the basic fundamentals of music and develop usable musical skills for the classroom teacher. Topics include rhythmic notation, simple and compound meters, pitch notation, correct singing techniques, phrases, keyboard awareness, key signatures, scales, intervals, and harmony using I, IV, and V with a choral instrument. Upon completion, the student should be able to sing a song, harmonize a simple tune, demonstrate rhythmic patterns, and identify musical concepts through written documentation.

**MUS 116 COMPUTER APPLICATIONS IN MUSIC 2 Hrs.**

PREREQUISITE: MUS 111 or equivalent.

This course introduces the history and use of computer applications in music. Topics include an introduction to computer skills, MIDI and the application of notation, and sequencing software programs (i.e. Finale, Performer). Upon completion, the student should be able to demonstrate basic competency in the use of computers in music.

**MUS 161 DICTION FOR SINGERS 2-3 Hrs.**

PREREQUISITE: Permission of the instructor.

This course introduces the basic rules of diction in Italian, French, and German for singers. Emphasis is placed on the use of the International Phonetic Alphabet. Upon completion, the student should be able to sing art songs in Italian, French, and German with correct diction.

**MUS 170 INTRODUCTION TO CHURCH MUSIC 2-3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course provides an overview of church music as a career choice, and includes the organization and operation of a graded church choir program. Topics include an introduction to conducting, rehearsal techniques, administrative skills, and may include a supervised practicum field experience. Upon completion, the student should be able to select, prepare, teach, and conduct a simple anthem for a graded church choir and demonstrate a knowledge

of church music administration through written documentation.

**MUS 211 MUSIC THEORY III**

**3 Hrs.**

PREREQUISITE: MUS 112.

COREQUISITE: MUS 213, if ear training lab is a separate course.

This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, the student should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation, and keyboard skills.

**MUS 212 MUSIC THEORY IV**

**3 Hrs.**

PREREQUISITE: MUS 211.

COREQUISITE: MUS 214, if ear training lab is a separate course.

This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth-century practices. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony, and twentieth-century practices and forms. Upon completion, the student should be able to demonstrate competence using chromatic harmony and basic twentieth-century techniques through analysis, writing, sight singing, dictation, and keyboard skills.

**MUS 213 MUSIC THEORY LAB III**

**1 Hr.**

PREREQUISITE: MUS 114.

COREQUISITE: MUS 211, if ear training lab is a separate course.

This course provides the practical application of chromatic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords. Upon completion, the student should be able to write, sing, and play modulating melodies, rhythmic patterns with beat subdivisions, and four-part chromatic harmony.

**MUS 214 MUSIC THEORY LAB IV**

**1 Hr.**

PREREQUISITE: MUS 213.

COREQUISITE: MUS 212, if ear training lab is a separate course.

This course provides the practical application of chromatic musical materials and simple twentieth-century practices through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include chromatic and atonal melodies; complex rhythmic patterns in simple, compound, and asymmetric meters; chromatic

chords, and twentieth-century harmony. Upon completion, the student should be able to write, sing, and play chromatic and atonal melodies, complex rhythms and meters, four-part chromatic harmony, and simple twentieth-century chord structures.

**MUS 215 COMPOSITION I****1-2 Hrs.**

**PREREQUISITE:** MUS 112 or permission of the instructor.

This course introduces the basic techniques and applications of musical composition. Emphasis is placed on creativity and original thought processes in music. Upon completion, the student should be able to create an original musical composition.

**MUS 251 INTRODUCTION TO CONDUCTING 3 Hrs.**

**PREREQUISITE:** MUS 110 or permission of the instructor.

This course introduces the fundamentals of conducting choral and/or instrumental ensembles. Topics include a study of simple and compound meters, score reading, and techniques for conducting effective rehearsals. Upon completion, the student should be able to prepare and conduct a choral and/or instrumental score in a rehearsal or performance setting.

**MUS 270 ORGANIZATION OF THE CHURCH****MUSIC PROGRAM****2 Hrs.**

**PREREQUISITE:** None.

This course is designed to explore administrative models of a comprehensive church music program. Topics include leadership, administrative structure, music personnel, facilities, equipment, vestments, music library, budgeting, planning, vocal and instrumental ensembles, and scheduling for a music program. Upon completion, the student should be able to demonstrate how to plan, coordinate, and administer a comprehensive church music program.

**MUS 271 CHURCH MUSIC LITERATURE 2 Hrs.**

**PREREQUISITE:** MUS 170.

This course provides an historic survey of traditional church music from the 17th century to the present and introduces contemporary Christian styles. Topics include criteria for choosing appropriate music for graded church choirs at easy, medium, and advanced levels of difficulty, and a survey of publishing resources, and cataloging systems. Upon completion, the student should be able to demonstrate a knowledge and understanding of church music literature.

**MUS 272 THE CHILDREN'S CHOIR****2 Hrs.**

**PREREQUISITE:** Permission of the instructor.

This course is designed to provide techniques for working with the child's voice in a choral setting. Topics include working with children's

voices, rehearsal techniques, selecting literature, vestments, and organizing a graded choir program. Upon completion, the student should be able to demonstrate how to plan, coordinate, and administer a graded choir program in a church.

**MUS 279 CHURCH MUSIC PRACTICUM****1 Hr.**

**PREREQUISITE:** Permission of the instructor.

This course is designed to provide supervised experience in the various areas of church music through directed study, practice, observation, and other supervised experiences. Emphasis is placed on designing, implementing, and documenting a Practicum project related to a particular area of church music. Upon completion, the student should be able to produce documentation that demonstrates the scope of the project.

**NURSING ASSISTANT (NAS)****NAS 100 LONG TERM CARE NURSING****ASSISTANT****4 Hrs.**

**PREREQUISITE:** None.

This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion, the student should demonstrate satisfactory performance on written examinations and clinical skills. (Clinical laboratory required)

**NAS 111 FUNDAMENTALS OF LONG TERM CARE****5 Hrs.**

**PREREQUISITE:** None.

**COREQUISITE:** NAS 112 and NAS 115.

This course provides the student with necessary theory and laboratory experiences for the development of skills required of the long term care nursing assistant. Emphasis is placed on infection control, safety, body mechanics, communications, observation, and personal and restorative care. Upon completion, the student should be able to apply theoretical concepts to care of the resident/client and perform skills in accordance with the Omnibus Budget Reconciliation Act (OBRA) 1987 guidelines. (Laboratory required)

**NAS 112 FUNDAMENTALS OF LONG TERM CARE CLINICAL****2 Hrs.**

**PREREQUISITE:** None.

**COREQUISITE:** NAS 111 and NAS 115.

This course is designed to assist the student to develop the knowledge, attitudes, and skills needed to perform basic nursing care safely and efficiently in a supervised long term care clinical setting. Emphasis is placed on the application of knowledge,

attitudes, and skills appropriate for the long term care nursing assistant. Upon completion, the student should demonstrate beginning competence in the delivery of care to the client in a long term care facility. (Clinical required)

**NAS 113 FUNDAMENTALS OF HOME HEALTH CARE** **5 Hrs.**

PREREQUISITE: None.

COREQUISITE: NAS 114.

This course provides the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, mobility, personal care, and infection control necessary to care for the home-bound client of all ages. Upon completion, the student should be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) and the National Association of Home Care. (Laboratory required)

**NAS 114 HOME HEALTH AID CLINICAL** **2 Hrs.**

PREREQUISITE: None.

COREQUISITE: NAS 113.

This course is designed to assist the student to develop knowledge, attitudes, and skills needed to perform basic nursing care safely and efficiently in a supervised home health care clinical setting. Emphasis is placed on application of knowledge, attitudes, and skills needed appropriate for the home health care aide. (Clinical is required) Upon completion, the student should demonstrate beginning competence in care of the client in the home care setting.

**NAS 115 CPR AND BASIC FIRST AID** **2 Hrs.**

PREREQUISITE: None.

COREQUISITE: NAS 111 and NAS 112.

This course is designed to help the student feel more confident and act appropriately in an emergency situation. Emphasis is placed on providing the student with theoretical concepts to develop skills in basic first aid and cardiopulmonary resuscitation. Upon completion, which includes specific competencies in basic life support, the student will receive appropriate course completion documentation.

## **NURSING (NUR)**

**NUR 101 BODY STRUCTURE AND FUNCTION** **4 Hrs.**

PREREQUISITE: Acceptance into Practical Nursing Program

COREQUISITE: NUR 102, NUR 103, NUR 104, BIO 201 (Required AD Track; if elected for PN Track), MTH 116 or higher.

This course provides students with basic knowledge

of the normal structure and function of the human body. Major content focuses on the interrelations among the organ systems and the relationship of each organ system to homeostasis. Medical terminology is integrated throughout course content. Upon completion of this course, the student should be able to demonstrate basic knowledge of body systems, their interrelationships and associated medical terminology.

**NUR 102 FUNDAMENTALS OF NURSING** **6 Hrs.**

PREREQUISITE: Acceptance into Practical

Nursing or Associate Degree Nursing Program

COREQUISITE: NUR 101 (if elected for PN Track), NUR 103, NUR 104, BIO 201 (Required for AD Track; if elected PN Track), and MTH 116 or higher.

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical/legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course, the student should demonstrate competency in performing basic nursing skills for individuals with common health alterations.

**NUR 103 HEALTH ASSESSMENT** **1 Hr.**

PREREQUISITE: Acceptance into Practical

Nursing or Associate Degree Nursing Program

COREQUISITE: NUR 101 (if elected for PN Track), NUR 102, NUR 104, BIO 201 (Required for AD Track; if elected PN Track), and MTH 116 or higher.

This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. The students should be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to nursing.

**NUR 104 INTRODUCTION TO PHARMACOLOGY 1 Hr.**

PREREQUISITE: Acceptance into Practical Nursing or Associate Degree Nursing Program  
COREQUISITE: NUR 101 (if elected for PN Track), NUR 102, NUR 103, BIO 201 (Required for AD Track; if elected PN Track), and MTH 116 or higher.

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. The students should be able to calculate and administer medications.

**NUR 105 ADULT NURSING 8 Hrs.**

PREREQUISITE: NUR 101 or BIO 201, NUR 102, NUR 103, NUR 104, and MTH 116 or higher.

COREQUISITE: ENG 101, BIO 202, (Required for AD Track; if elected PN Track), and NUR 106. This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastrointestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 106 MATERNAL AND CHILD NURSING 5 Hrs.**

PREREQUISITE: NUR 101 or BIO 201, NUR 102, NUR 103, NUR 104, and MTH 116 or higher.

COREQUISITE: ENG 101, BIO 202, (Required for AD Track; if elected PN Track), and NUR 105. This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course, the student should be able to provide and manage for maternal

and pediatric clients in a variety of settings.

**NUR 107 ADULT/CHILD NURSING 8 Hrs.**

PREREQUISITE: NUR 101 or BIO 201 and BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, and ENG 101.  
COREQUISITE: NUR 108 and NUR 109.

This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care to individuals experiencing complex alterations in: sensory/perceptual reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care for clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, critical thinking, impacts on maternal and child clients are integrated throughout the course.

**NUR 108 PSYCHOSOCIAL NURSING 3 Hrs.**

PREREQUISITE: NUR 101 or BIO 201 and BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, and ENG 101  
COREQUISITE: NUR 107 and NUR 109

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, the student should demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process.

**NUR 109 ROLE TRANSITION FOR THE PRACTICAL NURSE 3 Hrs.**

PREREQUISITE: NUR 101 or BIO 201 and BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, and ENG 101.  
COREQUISITE: NUR 107 and NUR 108.

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of practical nursing.

**NUR 200 NURSING CAREER MOBILITY****ASSESSMENT****6 Hrs.**

**PREREQUISITE:** MTH 116 or higher, BIO 201, BIO 202, and ENG 101 and acceptance to the Nursing Program.

This course is designed to provide LPN mobility students self-directed opportunities to prepare for placement into the third semester of the ADN program. Emphasis is on assessment and validation of selected theory, process, and skills covered in NUR 102, 103, 104, 105, and 106. Upon successful completion of assessments, students are eligible for entry into NUR 201. The students who successfully completes this course is awarded 15 non-traditional hours at the completion of the LPN mobility curriculum.

**NUR 201 NURSING THROUGH THE****LIFESPAN I****5 Hrs.**

**PREREQUISITE Two-Year Track:** BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, and ENG 101.

**PREREQUISITE Mobility Track:** MTH 116 or higher, BIO 201, BIO 202, ENG 101, and NUR 200 **COREQUISITE:** PSY 200 and BIO 220.

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in gastrointestinal, reproductive, sensory, and endocrine systems in a variety of settings. Additional instruction is provided for oncology, mental health, teaching/learning concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 202 NURSING THROUGH THE****LIFESPAN II****6 Hrs.**

**PREREQUISITE Two-Year Track:** BIO 201, BIO 202, BIO 220, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, ENG 101, and PSY 200.

**PREREQUISITE Mobility Track:** MTH 116 or higher, BIO 201, BIO 202, BIO 220, ENG 101, NUR 200, and PSY 200.

**COREQUISITE:** SPH 106 or higher and PSY 210. This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings.

Additional instruction is provided for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 203 NURSING THROUGH THE****LIFESPAN III****6 Hrs.**

**PREREQUISITE Two-Year Track:** BIO 201, BIO 202, BIO 220, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, ENG 101, SPH 106 or higher, PSY 200, and PSY 210.

**PREREQUISITE Mobility Track:** MTH 116 or higher, BIO 201, BIO 202, BIO 220, ENG 101, NUR 200, SPH 106 or higher, PSY 200, and PSY 210.

**COREQUISITE:** NUR 204.

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided care for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 204 ROLE TRANSITION FOR THE REGISTERED****NURSE****4 Hrs.**

**PREREQUISITE Two-Year Track:** BIO 201, BIO 202, BIO 220, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, ENG 101, SPH 106 or higher, PSY 200, and PSY 210.

**PREREQUISITE Mobility Track:** MTH 116 or higher, BIO 201, BIO 202, BIO 220, ENG 101, NUR 200, SPH 106 or higher, PSY 200, and PSY 210.

**COREQUISITE:** NUR 203.

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN. Precepto experience is required.

**OFFICE ADMINISTRATION (OAD)****OAD 101 BEGINNING KEYBOARDING****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbolic, and numeric information using the keyboard. Upon completion, the student should be able to demonstrate proper technique at an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables.

**OAD 102 SPEED AND ACCURACY****3 Hrs.**

PREREQUISITE: OAD 103.

This course is designed to build speed while maintaining a high degree of accuracy and accomplishes this through a diagnostic approach of identifying individual keystroking weaknesses and prescribing specific drills to correct those weaknesses. Upon completion, the student should be able to demonstrate proper technique and improve speed and accuracy, as defined by the course syllabus.

**OAD 103 INTERMEDIATE KEYBOARDING****3 Hrs.**

PREREQUISITE: OAD 101.

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memorandums, letters, reports, and tables. Upon completion, the student should be able to demonstrate proficiency at an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

**OAD 125 WORD PROCESSING****3 Hrs.**

PREREQUISITE: OAD 101.

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is placed on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software and generate appropriately formatted, accurate, and attractive business documents such as memos, letters, tables, and reports.

**OAD 126 ADVANCED WORD PROCESSING****3 Hrs.**

PREREQUISITE: OAD 125/CIS 196A.

This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and

outside lab. Emphasis is on the use of software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

**OAD 130 ELECTRONIC CALCULATIONS****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course is designed to teach the touch system and problem solving methods of machine calculators. Emphasis is on basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus to solve problems based on typical business applications.

**OAD 131 BUSINESS ENGLISH****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, the student should be able to write and speak effectively.

**OAD 133 BUSINESS COMMUNICATIONS****3 Hrs.**

PREREQUISITE: OAD 131.

This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communication.

**OAD 135 FINANCIAL RECORD KEEPING****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course is designed to provide the student with an understanding of accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equations as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation.

**OAD 136 ADVANCED FINANCIAL RECORD****KEEPING****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course is designed to provide more in-depth principles and practices of the accounting cycle. Emphasis is on the preparation of financial records such as payroll records, vouchers, accruals, deferrals

and related documents. Upon completion, the student should be able to demonstrate the ability to prepare and manage financial records and information, both manually and electronically.

<b>OAD 137 ELECTRONIC FINANCIAL RECORD KEEPING</b>	<b>3 Hrs.</b>
PREREQUISITE: OAD 243 or CIS 286; MAH 101, MTH 116, MTH 098, or equivalent placement score.	

This course is designed to provide the student with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in the preparation of journals, financial statements, and selected payroll records. Upon completion, the student should be able to demonstrate the ability to use a microcomputer system to record financial data.

<b>OAD 138 RECORDS AND INFORMATION MANAGEMENT</b>	<b>3 Hrs.</b>
PREREQUISITE: RDG 085 or equivalent placement score.	

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures, both manually and electronically.

<b>OAD 200 BEGINNING MEDICAL TRANSCRIPTION</b>	<b>3 Hrs.</b>
PREREQUISITE: OAD 103, BIO 120, and BIO 150.	

This course is designed to orient students to operating a transcribing machine efficiently and on transcribing documents through classroom instruction and outside lab. Emphasis is placed on transcribing documents and operating a transcribing machine efficiently. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

<b>OAD 202 LEGAL TRANSCRIPTION</b>	<b>3 Hrs.</b>
PREREQUISITE: OAD 103 and PRL 101.	

This course is designed to familiarize the student with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and outside lab. Emphasis is on transcribing legal documents from dictated recordings. Upon completion, the student should be able to demonstrate the ability to accurately transcribe legal documents.

<b>OAD 212 INTERMEDIATE MEDICAL TRANSCRIPTION</b>	<b>3 Hrs.</b>
PREREQUISITE: OAD 200.	

This course is designed to develop skill in the transcription of documents generated in the medical office through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Topics for reports include pathology, cardiology, and radiology. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.

<b>OAD 213 ADVANCED MEDICAL TRANSCRIPTION</b>	<b>3 Hrs.</b>
PREREQUISITE: OAD 212.	

This course is designed to develop marketable skills in transcribing dictated material through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Topics include radiology, gastrointestinal, and orthopedics. Upon completion, the student should be able to demonstrate proficiency in the preparation of a variety of reports and forms used in the medical environment.

<b>OAD 214 MEDICAL OFFICE PROCEDURES</b>	<b>3 Hrs.</b>
PREREQUISITE: OAD 125/CIS 196A OR OAD 231/CIS 196C.	

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and outside lab. Emphasis is on medical terms, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform support tasks required for employment in a medical environment.

<b>OAD 218 OFFICE PROCEDURES</b>	<b>3 Hrs.</b>
PREREQUISITE: OAD 125/CIS 196A OR OAD 231/CIS 196C.	

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction and outside lab. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

<b>OAD 230 ELECTRONIC PUBLISHING</b>	<b>3 Hrs.</b>
PREREQUISITE: OAD 101.	

This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and outside lab. Emphasis is on the use of current

commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print professional publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.

**OAD 231 OFFICE APPLICATIONS 3 Hrs.**

PREREQUISITE: OAD 101.

This course is designed to provide the student with a foundation in the use of computerized equipment and application software as tools in the performance of a variety of office tasks through classroom instruction and lab exercises. Emphasis is on the role of the office professional in the selection and application of appropriate technology to the specific task or combination of tasks. Upon completion, the student should be able to demonstrate proficiency in the selection of appropriate computerized tools to complete designated tasks.

**OAD 231A WORDPERFECT 3 Hrs.**

PREREQUISITE: OAD 101.

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is placed on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software and generate appropriately formatted, accurate, and attractive business documents such as memos, letters, tables, and reports. The State Department of Education refers to this course as Office Applications.

**OAD 231B QUICKBOOKS 3 Hrs.**

PREREQUISITE: OAD 137, BUS 241 and BUS 242.

This is a "hands-on" introduction of the Quickbooks program, with the emphasis being primarily on use of an existing ledgers and accounts.

**OAD 232 THE ELECTRONIC OFFICE 3 Hrs.**

PREREQUISITE: OAD 125/CIS 196A OR OAD 231/ CIS 196C OR CIS 146.

Electronic Office is designed to work with each of the four Microsoft Office programs: Word, Excel, PowerPoint, and Access to create meaningful projects and perform business tasks. The student will learn how to streamline specific applications by integrating two or more of the Office programs, and how to use the World Wide Web to gather information. Upon completion, the student should be able to demonstrate the ability to use industry-standard software and generate appropriately formatted, accurate, and attractive business documents.

**OAD 233 TRENDS IN OFFICE TECHNOLOGY 3 Hrs.**

PREREQUISITE: As required by College, RDG 085 or equivalent placement score.

This course is designed to address current trends in office technology through classroom instruction and outside lab. Emphasis is on technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.

**OAD 242 OFFICE INTERNSHIP 3 Hrs.**

PREREQUISITE: Permission of instructor, RDG 085 or equivalent placement score.

This course is designed to provide the student with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.

**OAD 243 MICROSOFT EXCEL 3 Hrs.**

PREREQUISITE: OAD 101.

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and outside lab. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets. The State Department of Education refers to this course as Spreadsheet Applications.

**OAD 244 MICROSOFT ACCESS AND POWERPOINT 3 Hrs.**

PREREQUISITE: OAD 101.

Access is a computer program used to enter, maintain, and retrieve related data in a format known as a database. Upon completion, the student should be able to create a database, organize and update the data, prepare queries to find the needed information, and choose attractive and functional methods for viewing the information on screen and in printed reports. PowerPoint is a presentation graphics program that is used to organize and present information directly from a computer or printed for distribution. Upon completion, the student should be able to prepare a PowerPoint presentation, modify a presentation, format slides, add visual appeal and animation to presentations, share and connect data, link and embed objects and files, and save a presentation as a Web site. The State Department of Education refers to this course as Database Applications.

**ORIENTATION (ORI)****ORI 101 ORIENTATION TO COLLEGE****1-2 Hrs.**

PREREQUISITE: None.

This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

**PARALEGAL (PRL)****PRL 101 INTRODUCTION TO PARALEGAL****STUDY****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course introduces the paralegal profession and the legal system. Topics include an overview of major areas of legal practice, ethics, legal analysis and research, professional development including certification and employment, and related topics.

**PRL 102 BASIC RESEARCH AND WRITING****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and validating sources of law. Topics include legal research, legal writing, proper citation, and electronic research.

**PRL 103 ADVANCED LEGAL RESEARCH****3 Hrs.**

PREREQUISITE: PRL 102.

This course requires the student to apply research, analysis, and writing techniques to substantive legal issues. Assignments include preparation of legal memoranda and other documents and the more efficient use of electronic research methods.

**PRL 150 COMMERCIAL LAW****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course covers contracts, selected portions of the Uniform Commercial Code, and forms of business organization.

**PRL 160 CRIMINAL LAW AND PROCEDURE****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course introduces substantive and procedural criminal law including elements of state and federal crimes, defenses, constitutional issues, pre-trial process, and other related topics.

**PRL 192 SELECTED TOPICS IN PARALEGAL I****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course provides an opportunity to explore areas of current interest in specific program or

discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline.

**PRL 193 SELECTED TOPICS IN PARALEGAL II****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline.

**PRL 220 CORPORATE LAW****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course covers the legal aspects of creating, operating, and maintaining a business and includes a review of commonly used forms of business organization.

**PRL 230 DOMESTIC LAW****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics.

**PRL 240 WILLS, TRUSTS, AND ESTATES****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course covers wills, trusts, and inheritance. Topics include types of wills, the law of intestacy (inheritance), probating estates, and alternatives to probate. The course also covers trusts, medical directives, and associated litigation.

**PRL 250 BANKRUPTCY AND COLLECTIONS****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course provides an overview of laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure.

**PRL 262 CIVIL LAW AND PROCEDURES****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course examines the Federal Rules of Civil Procedure, the Alabama Rules of Civil Procedure, and trial procedure.

**PRL 265 CONSTITUTIONAL LAW****3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course is designed to give an overview of the United States Constitution and its application in the American Legal System.

**PRL 282 LAW OFFICE MANAGEMENT AND PROCEDURES** **3 Hrs.**  
**PREREQUISITE:** RDG 085 or equivalent placement score.  
 This course focuses on the management, organization and policies and procedures of a law office.

**PRL 291 INTERNSHIP IN PARALEGALISM** **3 Hrs.**  
**PREREQUISITE:** PRL 101 and PRL 102.  
 This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. This course requires a minimum of 100 hours of practical experience in the legal fields.

### PHILOSOPHY (PHL)

**PHL 106 INTRODUCTION TO PHILOSOPHY** **3 Hrs.**  
**PREREQUISITE:** ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.  
 This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision making. The student should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era.

**PHL 206 ETHICS AND SOCIETY** **3 Hrs.**  
**PREREQUISITE:** ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.  
 This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.

### PHYSICAL EDUCATION (PED)

**PED 101 SLIMNASTICS (BEGINNING)** **1 Hr.**  
**PREREQUISITE:** None.  
 This course provides an individualized approach to physical fitness, wellness, and other health-related factors. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, the student should be able to set up and implement an individualized physical fitness program. (Lecture will be provided with this activity.)

**PED 102 SLIMNASTICS (INTERMEDIATE)** **1 Hr.**  
**PREREQUISITE:** None.  
 This course is an intermediate-level slimnastics class. Topics include specific exercises contributing to fitness and the role exercise plays in developing

body systems, nutrition, and weight control. Upon completion, the student should be able to implement and evaluate an individualized physical fitness program. (Lecture will be provided with this activity.)

**PED 103 WEIGHT TRAINING (BEGINNING)** **1 Hr.**  
**PREREQUISITE:** None.  
 This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, the student should be able to establish and implement a personal weight training program. (Lecture will be provided with this activity.)

**PED 104 WEIGHT TRAINING (INTERMEDIATE)** **1 Hr.**  
**PREREQUISITE:** None.  
 This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, the student should be able to establish and implement an individualized advanced weight training program. (Lecture will be provided with this activity.)

**PED 105 PERSONAL FITNESS** **1 Hr.**  
**PREREQUISITE:** None.  
 This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility, and body composition.

**PED 106 AEROBICS** **1 Hr.**  
**PREREQUISITE:** None.  
 This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility, and on safety precautions. Upon completion, the student should be able to select and implement a rhythmic aerobic exercise program. (Lecture will be provided with this activity.)

**PED 107 AEROBICS DANCE (BEGINNING)** **1 Hr.**  
**PREREQUISITE:** None.  
 This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, the student should be able to participate in basic dance aerobics. (Lecture will be provided with this activity.)

**PED 108 AEROBICS DANCE (INTERMEDIATE)** **1 Hr.**  
**PREREQUISITE:** None.  
 This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed

step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, the student should be able to participate in and design an aerobics routine. (Lecture will be provided with this activity.)

**PED 109 JOGGING 1 Hr.**

PREREQUISITE: None.

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, the student should be able to understand and appreciate the benefits derived from these activities.

**PED 118 GENERAL CONDITIONING (BEGINNING) 1 Hr.**

PREREQUISITE: None.

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, the student should be able to set up and implement an individualized physical fitness and conditioning program. (Lecture will be provided with this activity.)

**PED 119 GENERAL CONDITIONING (INTERMEDIATE) 1 Hr.**

PREREQUISITE: None.

This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, the student should be able to implement and evaluate an individualized physical fitness and conditioning program. (Lecture will be provided with this activity.)

**PED 123 GOLF (BEGINNING) 1 Hr.**

PREREQUISITE: None.

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, the student should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.

**PED 124 GOLF (INTERMEDIATE) 1 Hr.**

PREREQUISITE: PED 123 or permission of instructor.

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and

course management. Upon completion, the student should be able to demonstrate the knowledge and ability to play a recreational round of golf.

**PED 128 RACQUETBALL 1 Hr.**

PREREQUISITE: None.

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, the student should be able to play recreational racquetball.

**PED 130 HANDBALL 1 Hr.**

PREREQUISITE: None.

This course introduces the fundamentals of handball. Emphasis is placed on rules, fundamentals, and strategies of beginning handball. Upon completion, the student should be able to play recreational handball.

**PED 131 BADMINTON (BEGINNING) 1 Hr.**

PREREQUISITE: None.

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, the student should be able to apply these skills in playing situations.

**PED 133 TENNIS (BEGINNING) 1 Hr.**

PREREQUISITE: None.

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, the student should be able to play recreational tennis.

**PED 134 TENNIS (INTERMEDIATE) 1 Hr.**

PREREQUISITE: PED 133 or permission of instructor.

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, the student should be able to play competitive tennis.

**PED 150 TAI CHI 1 Hr.**

PREREQUISITE: None.

Tai Chi is an ancient martial art from through which the student will improve flexibility, balance, strength, and mental discipline. By learning the slow and deliberate movements of Tai Chi, the student will also develop proper breathing and relaxation techniques and enhance joint flexibility. Tai Chi skills are a combination of stretching, isometrics, and isotonic movements in combination with diaphragmatic breathing and postural maintenance.

PED 151	JUDO (BEGINNING)	1 Hr.	
	PREREQUISITE: None.		techniques. Topics include advanced foil techniques and elementary sabre techniques. Upon completion, the student should be able to participate in competitive fencing.
PED 152	JUDO (INTERMEDIATE)	1 Hr.	
	PREREQUISITE: PED 151.		
	This course introduces more detailed aspects of the discipline of judo. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, the student should be able to demonstrate advanced procedures of judo.		
PED 153	KARATE (BEGINNING)	1 Hr.	
	PREREQUISITE: None.		
	This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, the student should be able to perform line drill techniques and Kata for various ranks.		
PED 154	KARATE (INTERMEDIATE)	1 Hr.	
	PREREQUISITE: PED 153.		
	This course is a continuation of beginning Karate. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, the student should be able to perform line drill techniques and Kata for various ranks.		
PED 155	SELF DEFENSE	1 Hr.	
	PREREQUISITE: None.		
	This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as nonphysical means of self-defense. Upon completion, the student should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.		
PED 157	FENCING (BEGINNING)	1 Hr.	
	PREREQUISITE: None.		
	This course introduces the fundamentals of fencing. Emphasis is placed on grip, stance, and establishment of good techniques for attacks and parries. Upon completion, the student should be able to perform elementary foil techniques and demonstrate the basic skills of fencing.		
PED 158	FENCING (INTERMEDIATE)	1 Hr.	
	PREREQUISITE: PED 157.		
	This course covers more advanced fencing		
PED 159	KICKBOXING	1 Hr.	
	PREREQUISITE: None.		
	This course develops cardiovascular muscular endurance and flexibility through the skill and techniques of kickboxing. The student will learn basic conditioning skills and fundamentals of kickboxing that will enhance his or her total fitness ability.		
PED 160	SOCIAL DANCE	1 Hr.	
	PREREQUISITE: None.		
	This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, the student should be able to demonstrate specific dance skills and perform some dances.		
PED 163	SQUARE DANCING (BEGINNING)	1 Hr.	
	PREREQUISITE: None.		
	This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, the student should be able to perform square dance routines and recognize the calls made for all formations.		
PED 164	SQUARE DANCING (INTERMEDIATE)	1 Hr.	
	PREREQUISITE: PED 163 or permission of instructor.		
	This course includes additional variations and forms of square dancing. Topics include such routines as turns, grand swing, triple trades, wheel and deal, T-cup chain, and arky change. Upon completion, the student should be able to demonstrate and perform country and western square dance routines.		
PED 166	MODERN DANCE	1 Hr.	
	PREREQUISITE: None.		
	This course introduces the fundamentals of modern dance. Emphasis is placed on basic modern dance techniques, dances, and a brief history of modern dance. Upon completion, the student should be able to demonstrate specific dance skills and perform some dances.		
PED 171	BASKETBALL (BEGINNING)	1 Hr.	
	PREREQUISITE: None.		
	This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, the student should be able to		

	participate in recreational basketball.	
<b>PED 172 BASKETBALL</b>	<b>1 Hr.</b>	
PREREQUISITE: PED 171 or permission of instructor.		
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, the student should be able to play basketball at a competitive level.		
<b>PED 176 VOLLEYBALL (BEGINNING)</b>	<b>1 Hr.</b>	
PREREQUISITE: None.		
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, the student should be able to participate in recreational volleyball.		
<b>PED 177 VOLLEYBALL (INTERMEDIATE)</b>	<b>1 Hr.</b>	
PREREQUISITE: PED 176 or permission of instructor.		
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, the student should be able to participate in competitive volleyball.		
<b>PED 178 SOCCER (BEGINNING)</b>	<b>1 Hr.</b>	
PREREQUISITE: None.		
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, the student should be able to participate in recreational soccer.		
<b>PED 179 SOCCER (INTERMEDIATE)</b>	<b>1 Hr.</b>	
PREREQUISITE: PED 178 or permission of instructor.		
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and advanced techniques, skills, and strategies. Upon completion, the student should be able to participate in introductory competitive soccer.		
<b>PED 180 FLAG FOOTBALL</b>	<b>1 Hr.</b>	
PREREQUISITE: None.		
This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, the student should be able to participate in recreational flag football.		
<b>PED 181 BASEBALL (BEGINNING)</b>	<b>1 Hr.</b>	
PREREQUISITE: None.		
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, the student should be able to		
	participate in recreational baseball.	
<b>PED 182 BASEBALL (INTERMEDIATE)</b>	<b>1 Hr.</b>	
PREREQUISITE: None.		
This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, the student should be able to play baseball at a competitive level.		
<b>PED 186 SOFTBALL (BEGINNING)</b>	<b>1 Hr.</b>	
PREREQUISITE: None.		
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, the student should be able to participate in recreational softball.		
<b>PED 187 SOFTBALL (INTERMEDIATE)</b>	<b>1 Hr.</b>	
PREREQUISITE: None.		
This course presents advanced skills and competitive practice in softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, the student should be able to participate in competitive softball.		
<b>PED 216 SPORTS OFFICIATING</b>	<b>3 Hrs.</b>	
PREREQUISITE: None.		
This course surveys the basic rules and mechanics of officiating a variety of sports, including both team and individual sports. In addition to class work, the student will receive at least three hours of practical experience in officiating.		
<b>PED 223 METHODS OF INSTRUCTION</b>	<b>3 Hrs.</b>	
PREREQUISITE: RDG 085 or equivalent placement score.		
This course provides instruction for the student on specialized teaching techniques in becoming a wellness exercise instructor. The student will learn the basics of instruction in the area of aerobic types of exercise and weight training. This course will enable the student to instruct as well as supervise these types of programs. The student will learn basic anatomy and exercise physiology as it applies to the movement of the body during exercise. This course will address and explain safety and teaching methods for the exercise instructor in the development of a comprehensive fitness program.		
<b>PED 236 CANOEING</b>	<b>1 Hr.</b>	
PREREQUISITE: None.		
This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, the student should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills.		

<b>PED 245 CYCLING</b>	<b>1 Hr.</b>	and developing more advanced strategies and techniques. Upon completion, the student should be able to participate in competitive volleyball.
PREREQUISITE: None.		
This course is designed to promote physical fitness through cycling. Emphasis is placed on selection and maintenance of the bicycle, gear shifting, pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, the student should be able to demonstrate safe handling of a bicycle for recreational use.		
<b>PED 251 VARSITY BASKETBALL</b>	<b>1 Hr.</b>	
PREREQUISITE: Permission of instructor.		
This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, the student should be able to participate in competitive basketball.		
<b>PED 252 VARSITY BASEBALL</b>	<b>1 Hr.</b>	
PREREQUISITE: Permission of instructor.		
This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, the student should be able to play baseball at a competitive level.		
<b>PED 254 VARSITY SOFTBALL</b>	<b>1 Hr.</b>	
PREREQUISITE: Permission of instructor.		
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, the student should be able to play competitive softball.		
<b>PED 255 VARSITY TENNIS</b>	<b>1 Hr.</b>	
PREREQUISITE: Permission of instructor.		
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace, and strategies in singles and doubles play. Upon completion, the student should be able to play competitive tennis.		
<b>PED 257 VARSITY CHEERLEADING</b>	<b>1 Hr.</b>	
PREREQUISITE: Permission of instructor.		
This course covers advanced co-ed cheerleading techniques. Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including: knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. Upon completion, the student should be able to participate in a competitive program at the university level.		
<b>PED 258 VARSITY VOLLEYBALL</b>	<b>1 Hr.</b>	
PREREQUISITE: Permission of instructor.		
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills		
<b>PED 260 VARSITY SOCCER</b>	<b>1 Hrs.</b>	
PREREQUISITE: Permission of instructor.		
This course covers advanced fundamentals of soccer. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive soccer.		
<b>PED 295 PRACTICUM IN PHYSICAL EDUCATION</b>	<b>1-3 Hrs.</b>	
PREREQUISITE: PED 223.		
This course is designed to provide field experience in observation and assistance in the student's area of specialization. The student will work under the supervision of trained physical education teachers.		
<b>PHYSICAL SCIENCE (PHS)</b>		
<b>PHS 112 PHYSICAL SCIENCE II</b>	<b>4 Hrs.</b>	
PREREQUISITE: RDG 085 or equivalent placement score.		
This course provides the non-technical student with an introduction to the basic principle of chemistry and physics. Laboratory is required.		
<b>PHYSICS (PHY)</b>		
<b>PHY 201 GENERAL PHYSICS I -TRIG BASED</b>	<b>4 Hrs.</b>	
PREREQUISITE: MTH 113 OR equivalent mathematics placement score, RDG 085 or equivalent placement score.		
This course is designed to cover general physics at a level that assures previous exposure to college algebra, and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. Laboratory is required.		
<b>PHY 202 GENERAL PHYSICS II-TRIG BASED</b>	<b>4 Hrs.</b>	
PREREQUISITE: PHY 201.		
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required.		
<b>PHY 213 GENERAL PHYSICS WITH CAL I</b>	<b>4 Hrs.</b>	
PREREQUISITE: MTH 125, RDG 085 or equivalent placement score.		
This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including thermodynamics. Laboratory is required.		
<b>PHY 214 GENERAL PHYSICS WITH CAL II</b>	<b>4 Hrs.</b>	
PREREQUISITE: PHY 213.		
This course provides a calculus-based study in		

classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity, and magnetism. Laboratory is required.

## **POLITICAL SCIENCE (POL)**

### **POL 200 INTRODUCTION TO POLITICAL SCIENCE** 3 Hrs.

PREREQUISITE: ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in political democracy, and international politics. Upon completion, the student should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems.

### **POL 211 AMERICAN NATIONAL GOVERNMENT** 3 Hrs.

PREREQUISITE: ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, the student should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

### **POL 236 SURVEY OF INTERNATIONAL RELATIONS** 3 Hrs.

PREREQUISITE: ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course is a survey of the basic forces affecting international relations. Topics include bases of national power, balance of power, causes of war, the international political economy, international law, international organization, and possible futures of international relations. Upon completion, the student should be able to identify and discuss relevant terms and concepts, and identify, analyze, evaluate, and discuss the primary factors influencing

the international relations of selected states.

## **PSYCHOLOGY (PSY)**

### **PSY 106 CAREER EXPLORATION** 1 Hr.

PREREQUISITE: RDG 085 or equivalent placement score.

This course is designed for the student to explore potential career fields. This course includes an assessment, through testing of strengths and weaknesses, general information about careers and job skills, value and decision making techniques, and a career research.

### **PSY 107 STUDY SKILLS** 1 Hr.

PREREQUISITE: RDG 085 or equivalent placement score.

In this course, emphasis is placed on the skills of "how to study". The course introduces the student to effective techniques for listening in class, note taking, preparation for test taking, and an overall system of successful study.

### **PSY 108 STRESS MANAGEMENT** 2 Hrs.

PREREQUISITE: RDG 085 or equivalent placement score.

This course is designed to improve the stress management skills of the student. Stress management techniques will be described and evaluated and the relationship between stress and disease will be discussed.

### **PSY 200 GENERAL PSYCHOLOGY** 3 Hrs.

PREREQUISITE: ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

### **PSY 207 PSYCHOLOGY OF ADJUSTMENT** 3 Hrs.

PREREQUISITE: ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course provides an understanding of the basic principles of mental health and an understanding of the individual modes of behavior.

### **PSY 210 HUMAN GROWTH AND DEVELOPMENT** 3 Hrs.

PREREQUISITE: PSY 200 or Permission of Instructor.

This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death.

**PSY 220 HUMAN SEXUALITY** 3 Hrs.  
 PREREQUISITE: ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course is a comprehensive and integrated approach to human sexuality emphasizing biological, psychological, social, and emotional aspects.

**PSY 230 ABNORMAL PSYCHOLOGY** 3 Hrs.  
 PREREQUISITE: PSY 200.

This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders, and mental deficiencies will be covered.

**READING (RDG)**  
**RDG 083 DEVELOPMENTAL READING I** 4 Hrs.  
 PREREQUISITE: None.

This course is designed to assist the student whose placement test scores indicate difficulty with decoding skills, comprehension, vocabulary, and study skills.

**RDG 084 DEVELOPMENTAL READING II** 4 Hrs.  
 PREREQUISITE: RDG 083 or equivalent placement score.

This course is designed to assist the student whose placement test scores indicate difficulty with decoding skills, comprehension, vocabulary, and study skills.

**RDG 085 DEVELOPMENTAL READING III** 4 Hrs.  
 PREREQUISITE: RDG 084 or equivalent placement score.

This course is designed to assist the student whose placement test scores indicate difficulty with decoding skills, comprehension, vocabulary, and study skills.

**RDG 114 CRITICAL READING FOR COLLEGE** 3 Hrs.  
 PREREQUISITE: RDG 085 or equivalent placement score.

This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, the student should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

**REAL ESTATE (RLS)**  
**RLS 101 REAL ESTATE PRINCIPLES** 4 Hrs.  
 PREREQUISITE: RDG 085 or equivalent placement score.

This is an introductory real estate course providing the necessary terminology, background, and

understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. This course is designed to assist those preparing for the real estate salesman's licensing examination in Alabama.

## RECREATION (REC)

**REC 231 HEALTH AND FITNESS CLUB MANAGEMENT** 3 Hrs.  
 PREREQUISITE: RDG 085 or equivalent placement score.

This course is designed to introduce the student to all facets of proper management of a modern fitness facility.

**REC 232 HEALTH AND FITNESS CLUB INTERNSHIP** 3 Hrs.  
 PREREQUISITE: REC 231 or COREQUISITE: REC 231.

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, the student should be able to demonstrate an understanding of the concepts covered through application.

## RELIGION (REL)

**REL 100 HISTORY OF WORLD RELIGIONS** 3 Hrs.  
 PREREQUISITE: ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world.

**REL 151 SURVEY OF THE OLD TESTAMENT** 3 Hrs.  
 PREREQUISITE: ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. Upon completion, the student should have an understanding of the significance of the Old Testament writings.

**REL 152 SURVEY OF THE NEW TESTAMENT** 3 Hrs.  
 PREREQUISITE: ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. Upon

Completion, the student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.

## **SPANISH (SPA)**

### **SPA 101 INTRODUCTORY SPANISH I 4 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

### **SPA 102 INTRODUCTORY SPANISH II 4 Hrs.**

PREREQUISITE: SPA 101.

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

## **SPEECH (SPH)**

### **SPC 100 FUNDAMENTALS OF SPEECH COMMUNICATION 1 Hr.**

PREREQUISITE: RDG 085 or equivalent placement score.

This performance course includes the study of the principles of human communication: intrapersonal, interpersonal, and public. It surveys communication theory and provides practical application.

### **SPH 106 FUNDAMENTALS OF ORAL COMMUNICATION 3 Hrs.**

PREREQUISITE: ENG 092 or equivalent placement in ENG 093, RDG 085 or equivalent placement score.

COREQUISITE: ENG 093 or COM 100. Fundamentals of Oral Communication is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. This course surveys current communication theory and provides practical application.

### **SPH 107 FUNDAMENTALS OF PUBLIC SPEAKING 3 Hrs.**

PREREQUISITE: ENG 093 or equivalent placement in ENG 101.

COREQUISITE: ENG 101, RDG 085 or equivalent placement score.

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories, and student performances are emphasized.

### **SPH 108 VOICE AND DICTION 3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course provides training for improvement in use of the speaking voice. Attention is focused on range, flexibility, clarity of articulation, and standards of pronunciation with individual help in the correction of faulty speech habits. A study of the International Phonetic Alphabet is included.

### **SPH 116 INTRODUCTION TO INTERPERSONAL COMMUNICATION 3 Hrs.**

PREREQUISITE: ENG 093 or equivalent placement into ENG 101, RDG 085 or equivalent placement score.

COREQUISITE: ENG 101.

This course is an introduction to the basic principles of interpersonal communication.

### **SPH 123-125 FORENSICS WORKSHOP I-II-III 1-3 Hrs.**

PREREQUISITE: Permission of Instructor.

These courses offer experience in speech activities such as debate, discussion, oral interpretation, extemporaneous speaking, and original oratory. The student is required to participate in scheduled intercollegiate speech tournaments.

### **SPH 206 ORAL INTERPRETATION 3 Hrs.**

PREREQUISITE: ENG 093 or equivalent placement into ENG 101, RDG 085 or equivalent placement score.

COREQUISITE: ENG 101.

This course is designed to help students develop specific skills in the analysis and oral interpretation of poetry, prose, and drama. It includes a study of the elements of oral communication such as imagery, structure, and dramatic timing. Opportunity is given for public/classroom performance of literature.

### **SPH 217 ELEMENTS OF PERSUASION 3 Hrs.**

PREREQUISITE: SPH 107.

This course is an advanced study and practice of the elements of persuasive speaking begun in SPH 106 and SPH 107.

### **SPH 227 ARGUMENTATION AND DEBATE 3 Hrs.**

PREREQUISITE: SPH 107.

This course introduces argumentation and debate and methods of bringing reasoned discourse to bear on personal and social problems. It includes investigations into the various types of debates with emphasis on the use of evidence, logic, responsibility of the advocate, and the composition of language for oral controversy.

**SOCIOLOGY (SOC)**

<b>SOC 200 INTRODUCTION TO SOCIOLOGY</b>	<b>3 Hrs.</b>	<b>THR 114 THEATRE WORKSHOP II</b>	<b>1 Hr.</b>
PREREQUISITE: ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.		PREREQUISITE: THR 113. This course is a continuation of THR 113.	
This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.			
<b>SOC 207 INTRODUCTION TO THE FIELDS OF SOCIAL WORK PRACTICE</b>	<b>3 Hrs.</b>	<b>THR 115 THEATRE WORKSHOP III</b>	<b>1 Hr.</b>
PREREQUISITE: ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.		PREREQUISITE: THR 114. This course is a continuation of THR 114.	
This course introduces the student to an overview of the many and varied roles in which social workers function in today's society. It reviews the historical development of the fields of practice and the profession's code of ethics, and covers current national and local issues. Fifteen hours of volunteer work outside of class are required. (Transfers to UA as SW 100 Introduction to the Fields of Social Work Practice)			
<b>SOC 210 SOCIAL PROBLEMS</b>	<b>3 Hrs.</b>	<b>THR 120 THEATRE APPRECIATION</b>	<b>3 Hrs.</b>
PREREQUISITE: SOC 200.		PREREQUISITE: RDG 085 or equivalent placement score.	
This course examines the social and cultural aspects, influences, incidences, and characteristics of current social problems in light of sociological theory and research.		This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions to modern media. This course places emphasis on playwright, actor, director, designer, and technician to modern media. Attendance at theater productions may be required.	
<b>SOC 247 MARRIAGE AND THE FAMILY</b>	<b>3 Hrs.</b>	<b>THR 126 INTRODUCTION TO THEATRE</b>	<b>3 Hrs.</b>
PREREQUISITE: ENG 093 or equivalent placement in ENG 101, RDG 085 or equivalent placement score.		PREREQUISITE: RDG 085 or equivalent placement score.	
This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life.		This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations. Attendance at theater productions may be required.	
<b>SOC 296 DIRECTED STUDIES IN SOCIOLOGY</b>	<b>1-3 Hrs.</b>	<b>THR 131 ACTING TECHNIQUES I</b>	<b>3 Hrs.</b>
PREREQUISITE: SOC 200.		PREREQUISITE: RDG 085 or equivalent placement score.	
This course provides the student with opportunities to have "hands-on" experience with research methods used in the behavioral sciences or to complete directed readings under faculty supervision.		This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes.	

**THEATRE (THR)**

<b>THR 113 THEATRE WORKSHOP I</b>	<b>1 Hr.</b>	<b>THR 132 ACTING TECHNIQUES II</b>	<b>3 Hrs.</b>
PREREQUISITE: None.		PREREQUISITE: THR 131. This course is a continuation of THR 131.	
This is the first in a six-course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production.			
<b>THR 213 THEATER WORKSHOP IV</b>		<b>THR 213 THEATER WORKSHOP IV</b>	<b>2 Hrs.</b>
		PREREQUISITE: THR 115. These courses are a continuation of THR 113, 114, and 115.	
<b>THR 214 THEATER WORKSHOP V</b>		<b>THR 214 THEATER WORKSHOP V</b>	<b>2 Hrs.</b>
		PREREQUISITE: THR 213. This course is a continuation of THR 113, 114, and 115.	
<b>THR 215 THEATRE WORKSHOP VI</b>		<b>THR 215 THEATRE WORKSHOP VI</b>	<b>2 Hrs.</b>
		PREREQUISITE: THR 214. This course is a continuation of THR 113, 114, 115, and 214.	

**THR 216 THEATRICAL MAKE-UP                    2 Hrs.**

PREREQUISITE: None.

This course is a study of the materials and techniques of theatrical make-up.

**THR 236 STAGECRAFT                    3 Hrs.**

PREREQUISITE: None.

This course is a study of the principles, techniques, and materials in theatrical scenery and lighting.

**THR 241 VOICE AND SPEECH FOR  
THE PERFORMER                    3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This is a beginning course in the effective and healthy use of the vocal instrument for performance. It is designed to approach both the physical and mental processes of vocal production and includes the following: learning a physical/vocal warmup, dialect reduction, articulation, class performance and written exams.

**THR 266 FUNDAMENTALS OF DIRECTING                    3 Hrs.**

PREREQUISITE: RDG 085 or equivalent placement score.

This course is designed to cover the fundamentals of directing. Instruction will include lectures, demonstration, written and oral analysis of scripts and performances.

**THR 281 STAGE MOVEMENT I                    1 Hr.**

PREREQUISITE: None.

This is the first in a two-course sequence which offer the student a basic introduction to movement for the stage for those interested in acting or dance. They also include consideration of role development through movement.

**THR 282 STAGE MOVEMENT II                    1 Hr.**

PREREQUISITE: THR 281.

This course is a continuation of THR 281.

**THR 296 DIRECTED STUDIES IN THEATRE                    2 Hrs.**

PREREQUISITE: Permission of instructor.

This course deals with problems in theater and art management. Problems may be arranged in conjunction with other disciplines in the Fine Arts.

**WELDING (WDT)****WDT 108 SMAW FILLET/OFC                    3 Hrs.**

PREREQUISITE: None.

COREQUISITE: WDT 122.

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related

information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.

**WDT 109 SMAW FILLET/PAC/CAC                    3 Hrs.**

PREREQUISITE: None.

COREQUISITE: WDT 123.

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting.

**WDT 110 INDUSTRIAL BLUEPRINT READING                    3 Hrs.**

PREREQUISITE: None.

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion the student should be able to interpret welding symbols and blueprints as they apply to welding and fabrication.

**WDT 119 GAS METAL ARC/FLUX CORED  
ARC WELDING                    3 Hrs.**

PREREQUISITE: None.

COREQUISITE: WDT 124.

This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.

**WDT 120 SHIELDED METAL ARC WELDING  
GROOVE THEORY                    3 Hrs.**

PREREQUISITE: None.

COREQUISITE: WDT 125.

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, the student should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes.

**WDT 122 SMAW FILLET/OFC LAB                    3 Hrs.**

PREREQUISITE: None.

COREQUISITE: WDT 108.

This course is designed introduce the student to the

proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, the student should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.

**WDT 123 SMAW FILLET/PAC/CAC LAB                    3 Hrs.**

PREREQUISITE: None.

COREQUISITE: WDT 109.

This course is designed introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.

**WDT 124 GAS METAL ARC/FLUX CORED ARC  
WELDING LAB    3 Hrs.**

PREREQUISITE: None.

COREQUISITE: WDT 119.

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.

**WDT 125 SHIELDED METAL ARC WELDING  
GROOVE LAB    3 Hrs.**

PREREQUISITE: None.

COREQUISITE: WDT 120.

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

**WDT 180 SPECIAL TOPICS                                    3 Hrs.**

PREREQUISITE: None.

This course allows the student to plan, execute, and present results of individual projects in welding. Emphasis is placed on enhancing skill attainment

in the welding field. The student should be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

**WDT 181 SPECIAL TOPICS LAB                            3 Hrs.**

PREREQUISITE: None.

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students needs.

**WDT 217 SMAW CARBON PIPE THEORY                    3 Hrs.**

PREREQUISITE: None.

COREQUISITE: WDT 257.

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation, and fit-up. Upon completion, the student should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.

**WDT 221 PIPEFITTING AND FABRICATION            3 Hrs.**

PREREQUISITE: None.

This course provides the student with skills and practices necessary for fabricating pipe plans using butt welded fittings. Emphasis is placed on butt-welded fittings to include 45 and 90 degree angles, flanges, reducers, and tees. Upon completion, the student should be able to fit butt-welded fittings, and cut and fabricate tees, laterals, and assorted angles.

**WDT 228 GAS TUNGSTEN ARC FILLET THEORY        3 Hrs.**

PREREQUISITE: None.

COREQUISITE: WDT 268.

This course introduces the student to the gas tungsten arc welding process as described in AWS code D1.1 for fillet welds of ferrous and non-ferrous metals. Emphasis is placed on safe operating practices, handling of cylinders, process principles, tungsten types and shapes, and base and filler metal identification. Upon completion, the student should be able to explain safe operating practices and principles, identify various tungsten types and sizes, and recognize various base and filler metals.

**WDT 257 SMAW CARBON PIPE LAB                    3 Hrs.**

PREREQUISITE: None.

COREQUISITE: WDT 217

This course is designed to provide the student with skills in welding carbon steel pipe with the shielded metal arc weld (SMAW) process using electrodes in the F4 and F3 group. Emphasis is placed on welding pipe in the 2G, 5G, and 6G positions. Upon completion, the student should be able to perform shielded metal arc welding on carbon steel

pipe with prescribed electrodes in the 2G, 5G, and 6G positions to the applicable code.

**WDT 258 CERTIFICATION LAB                           3 Hrs.**

PREREQUISITE: None.

This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on welding test joints in accordance with the prescribed welding code. Upon completion, the student should be able to pass an industry standard welding test in accordance with D1.1 code requirements.

**WDT 268 GAS TUNGSTEN ARC LAB                           3 Hrs.**

PREREQUISITE: None.

COREQUISITE: WDT 228.

This course provides student with skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, the student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

**WDT 292 COOPERATIVE EDUCATION                           3 Hrs.**

PREREQUISITE: None.

This course constitutes a series wherein the student works on a part-time basis in a job directly related to welding. In this course, the employer evaluates the student's productivity and the student submits a descriptive report of his or her work experiences. Upon completion, the student should demonstrate skills learned in an employment setting.

**WORKPLACE SKILLS  
ENHANCEMENT (WKO)**

**WKO 107 WORKPLACE SKILLS PREPARATION           1 Hr.**

PREREQUISITE: None.

This course utilizes computer based instructional modules which are designed to access and develop skills necessary for workplace success. The instructional modules in the course include applied mathematics, applied technology, reading for information, and locating information. Upon completion of this course, the student should be assessed to determine if their knowledge of the subject areas has improved.

# PERSONNEL

Shelton State Community College is a member of the Alabama College System under the control of the State Board of Education. The President of the College is directly responsible to the State Board of Education through the Chancellor of Postsecondary Education.

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B.S., Auburn; M.A., University of Montevallo	
BEIDLER, Ellen .....	BIOLOGY
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BELL, Don.....	LIBRARIAN
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FREEMAN, Lorenzo .....	INDUSTRIAL ELECTRICITY TECHNOLOGY Technical Certificate, C.A. Fredd	CARPENTRY A.A., Alabama A & M; M.Ed., Alabama A & M
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		JOHNSON, Glen .....
		LIBRARIAN B.A., University of Alabama; M.L.S., University of Alabama

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KINARD, Kristine.....	BUSINESS
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LESLEY, Melissa.....	COSMETOLOGY
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# STUDENT HANDBOOK

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# STUDENT SERVICES

## AMERICANS WITH DISABILITIES ACT(ADA)

Shelton State Community College is committed to the achievement of maximum human potential. In keeping with this, the College fully supports and complies with THE AMERICANS WITH DISABILITIES ACT (ADA). We endeavor to provide students, employees, and the community an opportunity for success with as few deterrents as possible. Students who request accommodation based on a documented disability are advised to make the request known as soon as possible prior to enrollment to ensure timely service. Failure to do so may result in delayed admission and/or accessibility to College programs and services. Students should contact the Office of Disability Services (ODS) located in the Learning Center for specific information. We strive to create a welcoming environment and will work in good faith to meet the needs of all populations.

The following procedures are in place at the College to assist anyone with needs for accommodation and/or with general concerns covered by the ADA.

### A. Students with Disabilities

1. It is the responsibility of the student to notify the ODS Coordinator of his or her need for accommodation and to provide documentation of the disability prior to enrollment. This documentation should address each specific accommodation. This documentation should be dated within three years of the enrollment date. Once this documentation is filed in the Office of the Dean of Student Services, the student's instructors will be notified of the requested accommodation.
2. It is the student's responsibility to notify the Office of Disability Services of enrollment in initial and successive semesters by bringing a copy of the schedule to the Office of Disability Services.
3. If a more serious problem exists, or in situations where the student may feel architectural changes are needed, the coordinator for Section 504 of the Rehabilitation Act of 1973 is the Dean of Student Services.
4. Instructors also may work through the Office of Disability Services for clarification of ADA academic requirements.
5. Prospective students are encouraged to contact the Office of Admissions and Records if assistance is required in applying for College admission.
6. In general, documentation for ADA accommodations is NOT retroactive. All assignments and test scores received before documentation would apply.

### B. General Public

1. Any individual requesting information on College policy and procedure regarding the ADA may receive a

copy of the College Fact Sheet.

2. All College contractors must comply with the ADA. The administrator for the contract also is responsible for obtaining and maintaining written assurances.
3. Any community group utilizing campus facilities is encouraged to make reasonable accommodation needs known at the time the reservation is made.
4. All applicants or potential applicants for employment with questions regarding ADA compliance are encouraged to contact the Director of Human Resources.

### C. Criteria for Disability Documentation

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the technical and academic standards at Alabama Community College System institutions are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental impairment which substantially limits a major life activity, a history of such an impairment, or the perception of such an impairment. Alabama Community College System institutions do NOT provide disability documentation for students. It is the student's responsibility to request accommodations and to provide appropriate documentation to the College office responsible for handling the request. Appropriate documentation is defined as that which meets the following criteria:

### Health Condition, Mobility, Hearing, Speech, or Visual Impairment

A letter or report from treating physician, orthopedic specialist, audiologist, speech pathologist, ophthalmologist, or other specialist as appropriate, to include the following:

1. clearly stated diagnosis;
2. defined levels of functioning and any limitations;
3. current treatment and medication; and
4. current letter/report dated and signed.

### Psychological Disorder

A letter or report from a mental health professional (psychologist, neuropsychologist, licensed professional counselor), to include the following:

1. clearly stated diagnosis (DSM-IV criteria);
2. defined levels of functioning and any limitations;
3. supporting documentation (i.e. test data, history, observations, etc.);
4. current treatment and medication; and
5. current letter/report dated and signed.

### Traumatic Brain Injury (TBI)

A comprehensive evaluation report by a rehabilitation counselor, speech-language pathologist, orthopedic specialist, and/or neuropsychologist (or other specialist as appropriate), including:

1. assessment of cognitive abilities, including processing speed and memory;
2. analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities);
3. defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.);
4. current treatment and medication; and
5. current letter/report, post-rehabilitation, dated and signed.

### Learning Disabilities

A comprehensive evaluation report from a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician, including:

1. clear statement of presenting problem; diagnostic interview;
2. educational history documenting the impact of the learning disability;
3. alternative explanations and diagnoses are dismissed;
4. relevant test data with standard scores are provided to support conclusions, including at least: (a) WAIS-R; (b) Woodcock-Johnson Psycho-educational Battery-Revised, including Written Language; (c) Woodcock-Johnson Cognitive Processing Battery to substantiate any processing problems;
5. clearly stated diagnosis of a learning disability based upon DSM-IV criteria;
6. defined levels of functioning and any limitations, supported by evaluation data; and
7. current report dated and signed.

**Note:** High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document a learning disability.

### Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD)

A comprehensive evaluation report from a physician, psychiatrist, clinical psychologist, neurologist, or neuropsychologist, including:

1. clear statement of presenting problem; diagnostic interview;
2. evidence of early and current impairment in at least two different environments (comprehensive history);
3. alternative explanations and diagnoses are ruled out
4. relevant test data with standard scores are provided to support conclusions, including at least: (a) WAISR;

- (b) Woodcock-Johnson Psycho-educational Battery-Revised including Written Language; (c) Behavioral Assessment Instruments for ADD/ADHD normed on adults;
5. clearly stated diagnosis of ADD or ADHD based on DSM-IV criteria;
6. defined levels of functioning and any limitations, supported by evaluation data; and
7. current report dated and signed.

**Note:** High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document ADD or ADHD. Medication cannot be used to imply a diagnosis.

### D. Providing Services for Students with Disabilities

Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Alabama College System is committed to working with individuals with disabilities. It is a goal of the Alabama College System to ensure that students with disabilities have the programmatic and architectural accesses needed for integration into campus life.

All applicants must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama College System institutions. Alabama College System institutions will not reduce standards in the grading and/or evaluation of students. Academic requirements that are determined by Shelton State to be essential or fundamental will not be modified.

Alabama College System institutions strive to eliminate barriers to learning or participation in other institutional activities, and provide the following services for students and faculty:

- screening of disability documentation;
- determination of appropriate accommodations;
- communication with faculty and/or staff regarding student needs; and
- referral to other available campus and/or community resources.

Providing reasonable accommodations for students with disabilities requires an individual assessment of need and is a problem solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student. Appropriate accommodations may include:

- extended time on exams;
- permission to tape lectures;
- change in test format;
- priority registration;
- enlarged print/graphics;
- textbooks on tape;
- handouts of overhead materials;

- removal of structural barriers;
- class note taker;
- use of spell check;
- extra time for assignments;
- alternative evaluation methods;

Students with disabilities are responsible for informing Shelton State about the disability and the need for reasonable accommodation. This should be done prior to or upon enrollment at the College. Students must furnish adequate documentation of their disabilities from medical or other appropriate professionals in order to substantiate the need for services.

## ADVISING/REGISTRATION

### A. Advising

Academic advising is recommended for students seeking a degree or certificate from Shelton State Community College. In order for Shelton State to provide sound advising, students must communicate their purpose or reason for enrolling at the College. Students who enroll with the purpose of taking courses before transferring to a four-year institution should contact the institution to which they plan to transfer to obtain a list of courses that the transfer institution will accept. If students plan to transfer to a public institution in the state of Alabama, they may obtain curriculum plans by printing a Statewide Articulation Reporting System (STARS) transfer guide from the following Internet site - <http://stars.troy.edu>. Students are encouraged to visit the Counseling Center for further information on the STARS. Shelton State has identified the following purposes for students who attend Shelton State:

1. Students who enroll with the purpose of obtaining a two-year transfer degree (AA or AS) should refer to the program of study section of this catalog and follow the curriculum of their choice. If students plan to transfer to a public institution in the State of Alabama, they should obtain curriculum plans by printing a STARS transfer guide from the following Internet site - <http://stars.troy.edu>. Students planning to transfer to an out-of-state school should contact the school to which they plan to transfer as soon as possible to obtain a list of courses that the transfer institution will accept. It is possible that curricula in the program of study section of this catalog may be modified to satisfy the requirements of a particular transfer institution.
2. Students who enroll with the purpose of obtaining a two-year career/technology degree (AAS) to prepare to enter occupational, semiprofessional or paraprofessional employment upon graduation from Shelton State, should consult the program of study section in this catalog for the curriculum they should follow. In addition, students should work closely with

- their major instructors in their particular discipline.
- 3. Students who enroll with the purpose of obtaining a certificate to enter or advance in jobs requiring specific occupational skills should refer to the program of study section of this catalog for the curriculum they should follow. In addition, students should work closely with major instructors in their particular discipline.
- 4. Students who enroll as transients (or visiting students) with the purpose of taking a course for one semester before returning to another university or college must obtain a transient letter from the institution which certifies that the credit earned at the college will be accepted as a part of the student's academic program. Such students are not required to file transcripts of previously earned credit at other postsecondary institutions.
- 5. Students who enroll with the purpose of enhancing their job performance or for personal enrichment should consult with the Counseling Center, the Office of Continuing Education, or the Center for Workforce Development to determine the best course of action to meet their needs.

### B. Schedule Planning

It is advisable for each student to plan a schedule at least three semesters into the future. This allows the student to fulfill prerequisites in preparation for advanced courses or sequences taught only once or twice a year.

Students wishing to take an academic or career/technology course which may be scheduled infrequently, should contact the chairperson of the appropriate department at least five months in advance to determine future offerings.

### C. Beginning Freshmen

All beginning freshmen must take the designated placement assessment or complete the ACT or SAT with an equivalent score (see ACT or SAT Policy for details within the Academic Information section of this catalog). When students take the assessment or bring the equivalent ACT/SAT scores to the Director of Assessment, they will be assigned a START Up Day (Special Time for Advising, Registration, and Touring). START Up Day is an opportunity for students to learn more about College policies and procedures in order to prepare successfully for college. During the START Up Day, counselors and advisors will provide students with a tour of the College, interpret placement test scores, give hints about surviving the freshman year, and most importantly, advise and register students for classes.

#### D. Transfer of Courses

In 1994, the Alabama Legislature created by law the State of Alabama Articulation and General Studies Committee and the Statewide Articulation Reporting System (STARS). Students who plan to transfer to a four-year college or university in the State of Alabama should print a STARS transfer guide by following the instructions on the following Internet site - <http://stars.troy.edu>.

#### E. Registration and Grade Reporting

Currently enrolled students, returning students, new transfer, and transient students are encouraged to register on the web at [www.sheltonstate.edu](http://www.sheltonstate.edu). Dates of web registration are published each semester in the semester Schedule of Classes. Detailed instructions for other registration opportunities are also included in the class schedule published each semester.

Any registration which is completed after the beginning of classes is considered as late registration and will be assessed a late registration fee of \$25. This late registration fee is due at the time of registration along with applicable tuition and fees.

It is the student's responsibility to ensure that all prerequisite courses have been completed before registering for a course. The prerequisites are listed in the Course Descriptions section of this catalog. The student is also responsible for taking those courses appropriate to his or her curriculum.

Grades are not mailed to students. At the end of each semester, grades may be obtained on the web at [www.sheltonstate.edu](http://www.sheltonstate.edu). It is the responsibility of the student to check grades at the end of each semester. Students who wish to appeal a grade should consult the Grade Appeal Procedure.

### COLLEGE BOOKSTORE

A bookstore is maintained as a convenience for the students. All textbooks and most supplies may be obtained in the bookstore which is open during the day with some extended hours during designated peak times.

The refund policy for books purchased at the Shelton State Community College Bookstore is as follows:

1. NO REFUNDS OR EXCHANGES WITHOUT ORIGINAL STORE RECEIPTS;
2. for fall and spring semesters, textbooks must be returned within 21 days from the start of class (one week for summer classes); books purchased after the last day for returns may be returned within three business days;
3. textbooks containing software (diskettes, CDs, DVDs, etc) may be returned if software package has not been opened; defects in software, when purchased with new

- books, must be reported within the refund period;
- 4. new books must be unmarked and in original condition; if wrapped, they must be unopened;
- 5. if books were purchased on a book voucher or on a credit/debit card, the refund will be credited back to the book voucher or the account used for purchase;
- 6. refunds on supplies or clothing will be made only if item(s) is (are) returned unused within one week of purchase; blister-packed items and boxed items must be returned in their original packaging for resale;
- 7. defective merchandise should be returned immediately for replacement;
- 8. electronic products (calculators) must be unopened in original packaging for resale; and
- 9. see manager for packet returns.

### COUNSELING SERVICES

All students are strongly encouraged to make use of the services of the Counseling Center Staff with regard to educational decisions. For personal or emotional problems, students will be referred to appropriate agencies. Students are encouraged to meet with counselors early in their programs so that interests and educational information may be discussed. For more specific information please refer to the advising/registration section in this section of the catalog.

### CAREER SERVICES CENTER

#### CAREER ADVISING/JOB PLACEMENT

As part of Shelton State Community College's Career Services Center, the College believes that success begins with an individual being allowed the opportunity to explore career possibilities and available options. Shelton State's Career Advising Program provides assessments that assist the participant in identifying personal interests, abilities, and work values, which will help to set educational/career goals and to develop an effective plan to achieve those goals. In addition to career advising, the Center, which serves as a liaison for current students, alumni, and West Alabama business and industry, offers result-oriented job placement.

Examples of service include: wage information, industry trends, internship/co-op/apprenticeship information, employer profiles, resume proofreading, Interview Stream program to prepare for actual interviews, on-campus interviews, current job openings, resume posting, and an annual job fair. The Center welcomes the opportunity to provide career advising, training, and job placement. For more information contact 205.391.2461 and 205.391.2204.

### CY-BUCS CAFÉ

Cy-Bucs Café is located in room 2413 on the Martin Campus. It is a service-oriented facility where students and faculty can relax, eat or drink, and use information technology

for instructional purposes. Cy-Bucs provides information services in a relaxed environment with café tables, booths, and PC workstations. A wireless network makes connecting easy for students and faculty who have their own laptop computers with appropriate network cards. All policies and guidelines regarding Internet and computer use apply to the resources and services of Cy-Bucs. Hours of operation will be posted.

## FIRST AID AND HEALTH SERVICES

To facilitate the delivery of basic emergency service, a first aid kit is available in the following locations:

Martin Campus	Security Office/Information Area
C.A. Fredd	Main Office
Fire College	The Fire College trains through the paramedic level, so EMT personnel and equipment are always available.

In addition to first aid materials, all laboratories and shops on each campus have proper equipment (such as showers and eye wash kits) to remove hazardous chemicals in case of spill or breakage. In the event that a person needs emergency medical treatment, a member of the administration or faculty should be contacted. A person suspected of being seriously ill or injured (broken bones, unconscious, etc.) should not be moved until a staff member arrives. Any costs of transporting students to the hospital, hospitalization, or treatment, is the responsibility of the student.

## FOOD SERVICE

A dining hall is located on the Martin Campus with a seating capacity of 450 and on the Fredd Campus with a seating capacity of 225. A variety of choices are available for students, faculty, and staff. Students are strongly encouraged to eat and drink only in the designated areas on each campus. FOOD AND DRINKS ARE NOT ALLOWED IN THE CLASSROOMS ON ANY SHELTON STATE CAMPUS. Certain rooms are designated for student or faculty functions where food or drink may be served. To reserve these rooms, contact the Office of Student Services, 205-391-2217.

## HOUSING

Shelton State does not provide on or off campus housing. Students must make their own arrangements for housing, and the College assumes no responsibility for any housing related issues.

## IDENTIFICATION CARD

In order to provide a safe and secure environment, all students, employees, and guests are required to have identification while on campus. The College will make every effort to ensure that all individuals on campus are here for appropriate reasons. In order to implement this policy, individuals on campus

may be required to provide identification upon request. Any student enrolled at Shelton State Community College, with the exception of a transient student, is required to have a student identification card made. Transient students should possess identification from their home institution and/or a copy of their Shelton State schedule. The Student ID card will have the student's name and the designation "STUDENT" on it. The student must be currently enrolled to validate the ID card. The student's College ID number will be encrypted on the bar code. The first student ID card is provided at no cost. Replacement cards, whether lost or stolen, will be \$10.00. Students may at any time be required to show their ID card to security or faculty of Shelton State. ID cards are produced in the Martin Campus Learning Center.

## INSURANCE

**Accident Insurance:** Shelton State students are required to obtain an accident insurance plan. The cost for this plan is \$7.50 for fall and spring semesters and \$5.00 for summer semester. (These rates are subject to change should insurance company rates increase.) Students are given a brochure explaining the coverage at the time of registration. This plan covers accidents that occur on and off campus.

## CAREER CENTER AND LEARNING CENTER

The Career Center and Learning Center provide programs and services to develop and strengthen the skills students need to be academically successful. Both Centers provide free tutoring in mathematics, reading, English, and other subjects and provide computers with Internet access, word processing programs, and other multimedia programs. The Career Center is located on the Fredd Campus in Room 117 and the Learning Center is located on the Martin Campus in Room 2456. Food, drink, and cell phone usage are prohibited.

# STUDENT ACTIVITIES, AWARDS AND ORGANIZATIONS

## STUDENT ACTIVITIES

The Office of the Dean of Student Services provides and supervises social, cultural, and other programs which complement the academic curriculum of the College. For information about student activities, visit the Office of the Dean of Student Services.

**INTERCOLLEGIATE ATHLETICS:** Shelton State Community College is a member of the Alabama Community College Conference (ACCC) which competes at the Division I, Region XXII level of the National Junior College Athletic Association (NJCAA). Shelton State fields varsity teams in baseball, fast-pitch softball, men's and women's basketball.

**MEN'S BASEBALL:** The baseball team competes in the ACCC with a limited fall practice season and a full spring schedule. Home games are played on the College's Martin campus. Scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. For more information call 205.391.2206.

**MEN'S BASKETBALL:** The men's basketball team competes in the ACCC with a full competitive season. Home games are played in the Umphrey Center on the Martin Campus. Scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. For more information call 205.391.2918.

**WOMEN'S SOFTBALL:** The softball team competes in the ACCC with a limited fall practice season and a full spring schedule. Home games are played on the College's Martin campus. Scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. For more information call 205.391.2299.

**WOMEN'S BASKETBALL:** The women's basketball team competes in the ACCC with a full competitive season. Home games are played in the Umphrey Center on the Martin Campus. Scholarships are awarded on the basis of try-outs and/or a demonstrated ability to compete on the intercollegiate level. For more information call 205.391.2306.

**CO-ED CHEERLEADERS:** Shelton State Community College has a competitive co-ed cheerleading squad. Members are chosen at try-outs which are held each spring. Cheerleaders perform at basketball games and other school functions. For more information call 205.391.2223.

## COLLEGE AWARDS

**JAMES B. ALLEN AWARD:** The James Browning Allen Outstanding Student Award is given in loving memory of United States Senator James B. Allen and Jack L. Ray, Chairman and CEO, The Exchange Bank of Alabama, by their families. These two caring friends established this award in 1966 to recognize the greatness of Alabama's young people, and is given in 21 community colleges of this state.

**NORMAN C. CEPHUS SPECIAL ACHIEVEMENT AWARD:** The Special Achievement Award is named after Mr. Norman C. Cephus who was president of Fredd State Technical College from 1982- 1990. The recipient of the Norman C. Cephus Special Achievement Award is selected based on academic achievement, involvement in campus and community activities, technical recognition, and job related activities.

**C. A. FREDD, SR. INCOMING FRESHMAN AWARD:** The Incoming Freshman Award is named for Mr. Chester A. Fredd, Sr. who was president of Fredd State Technical College from 1965-1976. The recipient of the C. A. Fredd, Sr. Incoming Freshman Award is selected based on academic achievement, involvement in school and community activities, recommendation from a teacher, and an essay indicating interest in a technical program.

**HAROLD I. JAMES OUTSTANDING TECHNICAL STUDENT AWARD:** The Outstanding Technical Student Award is named for Mr. Harold I. James who was president of Shelton State Technical College from 1951-1976. The recipient of the Harold I. James Outstanding Technical Student Award is selected based on accomplishments in the classroom and workplace.

**I. W. MITCHELL OUTSTANDING TECHNICAL STUDENT AWARD:** The Outstanding Technical Student Award is named for Mr. I. W. Mitchell who was president of Fredd State Technical College from 1976-1982. The recipient of the I. W. Mitchell Outstanding Technical Student Award is selected based on academic achievement, involvement in campus and community activities, technical recognition, and job related activities.

**LEO SUMNER AWARD:** The Outstanding Sophomore Student Award is named for Dr. Leo Sumner who was president of Shelton State Community College from 1976-1988. The recipient of the Leo Sumner Award is selected based on outstanding academic performance,

school involvement, and community service. It is the highest honor that a student can earn at Shelton State Community College.

### **THOMAS E. UMPHREY OUTSTANDING FRESHMAN AWARD:**

The Outstanding Freshman Award is named for Dr. Thomas E. Umphrey who was president of Shelton State Community College from 1988-2000. The recipient of the Thomas E. Umphrey Outstanding Freshman Award is selected based on outstanding academic achievement and involvement in campus activities.

## **STUDENT ORGANIZATIONS**

### **A. Formation of Organizations**

All student organizations are open to any student of this institution who meets membership requirements. No student may be denied membership to any student organization by reason of race, religion, sex, or national origin.

Formation of any student organization requires approval of the College administration. A written statement of purpose and intent should be presented to the Dean of Student Services prior to organization and should include the following items:

1. an official name of the proposed organization;
2. name of faculty advisor;
3. statement of when, where, and how often meetings will be held;
4. statement of membership qualifications; and
5. statement acknowledging that the proposed organization is subject to all College regulations and policies.

### **B. Funding of Student Organizations**

Active student organizations receive funding from one academic year to the next. Requests for special funding are to be submitted to the Dean of Student Services by April 1 for the upcoming year. These requests should detail the funds required and supporting justifications for funding. This will allow the request to be considered during the institution's budgeting process.

### **C. Fund Raising by Student Organizations**

All fund raising projects by student organizations must be approved by the Office of the Dean of Student Services. These projects require the prior approval and support of the faculty sponsors involved.

### **D. List of Organizations**

#### **ALUMNI ASSOCIATION**

The Shelton State Alumni Association offers the opportunity to see old friends and meet new ones. Through the Alumni Association, students have the opportunity

to network with others who have attended Shelton State Community College and at the same time, give something back to the College. Anyone who has ever attended Shelton State Community College, including those who attended while the College was under a different name (J. P. Shelton Trade School, Shelton State Technical College) and those who attended C.A. Fredd State Technical College are eligible for membership. Currently enrolled students, faculty and staff, corporate supporters, and friends of the College are also eligible for membership. For more information on the Shelton State Alumni Association call 205.391.2252.

### **AMBASSADORS**

The Shelton State Ambassador Program was developed to provide members extensive leadership training, while offering them the opportunity to serve as the official hosts for Shelton State Community College. Ambassadors are chosen on the basis of leadership potential, community service, and commitment to Shelton State. The Ambassadors assist in recruitment, foundation and alumni support, community service, and student activities. Members work closely with the administration and faculty of the College to convey Shelton State's message to the community. Interested students should contact the Ambassador Sponsor, 205.391.2234.

### **ATHLETIC TEAM COUNCIL**

Team Council is composed of two representatives from each athletic team, including cheerleaders, dance team and managers. Team Council meets once a month. The purpose of the group is to provide a vehicle for student-athletes to support each other, to promote involvement of students, faculty, and staff in athletic events, and to plan special activities and events for the Athletic Department.

### **CORSAIR FENCING CLUB**

The objective of the Corsair Fencing Club is to stimulate interest in competitive fencing and in the development of the art/sport of fencing in the College community. Membership is open to all College students, faculty, staff, and community residents who are interested in the fellowship and promotion of fencing. Interested students should contact the Fencing Club sponsor, 205.391.2966.

### **ECOLOGY CLUB**

The Ecology Club is open to all Shelton State students who have an interest in experiencing nature and learning about our environment. Officers are elected in the fall semester for the academic year, and meetings are held on a monthly basis. Generally each semester there is one outing which involves camping, canoeing, hiking, picnicking, or other outdoor activity. Interested students should contact the Ecology Club sponsor, 205.391.2257.

## PHI THETA KAPPA

Phi Theta Kappa International Honor Society recognizes and encourages scholarship among two-year college students. To achieve this purpose, Shelton State's Alpha Epsilon Iota chapter of Phi Theta Kappa provides opportunities for the development of leadership and service, for an intellectual climate for the exchange of ideas and ideals, for lively fellowship for scholars and for stimulation of interest in continuing academic excellence. Often referred to as "the Phi Beta Kappa of the two-year college," the Society offers a variety of state and national trips, honors seminars, and scholarships. Full time or part-time students who have earned a 3.5 cumulative grade point average, and have completed 12 semester hours in an associate's degree program will be invited to become members. Invitations are sent once at the beginning of each semester. Officer scholarships are available by application. For further information, contact the Office of the Dean of Student Services, at 205.391.2217, or log on to [www.ptk.org](http://www.ptk.org).

## SHELTON STATE ASSOCIATION OF NURSING STUDENTS

The Shelton State Association of Nursing Students (SSANS) is a constituent of the Alabama Association of Nursing Students (AANS) and the National Student Nurses' Association, Inc. (NSNA). NSNA is the largest independent health professional student organization in the United States, and the only one for nursing students. The purpose of the SSANS is to aid in the preparation of student nurses for the assumption of professional responsibilities. Nursing or pre-nursing students in any state approved program preparing for registered nurse licensure or registered nurses in a program leading to a baccalaureate in nursing are eligible for membership. SSANS activities and involvement may include community health activities, recruitment of students into nursing, legislative activities, conventions, educational programs, and newsletters. The opportunities are unlimited and depend upon the student's interests. Members of SSANS may also enroll in a leadership course for one hour of course credit. This course includes effective skills and strategies for developing leadership skills. Interested students should contact the Director of Nursing Programs, 205.391.2446.

## SHELTON STATE ASSOCIATION OF PRACTICAL NURSING STUDENTS

The objective of the Shelton State Association of Practical Nursing Students is to prepare practical nursing students to assume responsibilities for participating in nursing education (both basic and continuing) to provide the highest quality of health care. Students enrolled in any state approved practical nursing program or students enrolled in courses in preparation for the program are eligible for membership. It also provides students with information and motivation to join one of the professional practical nursing organizations (National

Association for Practical Nurse Education—NAPNES or National Federation of Licensed Practical Nurses—NFLPN). It also provides programs relevant to current nursing concerns. Students will have an opportunity to participate in community activities related to health care. Interested students should contact the Director of Nursing Programs, 205.391.2446.

## STUDENT ACTION TEAM

The Student Action Team is composed of one representative from all active campus groups and organizations. The Student Action Team meets once a month. The purpose of the group is to maintain a calendar of all student events, to encourage groups to support each other's activities, and to increase awareness of College happenings.

## STUDENT NEWSPAPER

*The Shelton State Courier* is a twice-monthly newspaper written and edited by students in the mass communication program. The paper is funded through advertising and is operated much like any other newspaper. Students interested in a career in the news industry, whether it is TV, magazines, or newspapers, are encouraged to participate in the Courier publication program. Students will learn to meet deadlines while producing quality work. Once a year in December, the Courier publishes a creative issue featuring literature and visual art called Maxwell's Crossing. All students are encouraged to participate. For further information, contact the publisher, 205.391.2278.

# POLICIES AND PROCEDURES

It is the intent of the compilers of this catalog that it contains policies, procedures, and guidelines adopted or approved by The Alabama State Board of Education. Users are cautioned that changes in policies, procedures, and guidelines may have occurred since the publication of this material. In the event of such a conflict, the current statements of Board policy will prevail.

## STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

### Student Rights:

- To a safe and secure environment free from discrimination and harassment
- To teaching and learning which is conducted in accordance with the mission of the institution and in compliance with policies, procedures, guidelines, etc., of the Alabama State Board of Education, Commission on Colleges of the Southern Association and Colleges and Schools, state and federal law.
- To due process when accused of violating any of the rules and regulations by which College operates
- To academic freedom (freedom of expression)
- To make suggestions and recommendations for the improvement of the institution

### Student Responsibilities:

- To abide by state and Federal law
- To abide by the policies and procedures of the institution
- To abide by the Shelton State Community College Student Conduct Code

## STATEMENT OF ACADEMIC FREEDOM FOR STUDENTS

The College seeks to provide an atmosphere conducive to open and honest intellectual inquiry in any College forum that is appropriate for dialogue and student participation. The student should feel free to exercise the right to dissent within limits of decorum and good taste.

## STANDARD COLLEGE POLICIES

Classes taught at the College are governed by the "Standard College Policies" (the "Policies"). A copy of the Standard College Policies will be sent to each student at the e-mail address assigned to the student by the College and/or will be given to each student at the Information/Security Desk at the same time the student completes the vehicle registration/waiver process. To receive a copy of the Policies, each student must sign that he or she received a copy of the Policies. Upon receipt of the policies, students are deemed to be on notice of the contents of the policies and are expected to abide by those

policies for every class the student attends at the College. The Policies are also available at the College's Web site at [www.sheltonstate.edu](http://www.sheltonstate.edu). Students who have questions concerning the Policies should consult the Dean of Instructional Services, 205.391.2283.

Additionally, College instructors are required to provide a syllabus to each student enrolled in their course. The syllabus shall set forth the instructor's expectations, policies, procedures, course content, course schedule, and other information that defines the requirements of the course for the student. Upon receiving the syllabus, students are deemed to be on notice of its contents and are assumed to understand and abide by the expectations, policies, and procedures stated therein. Students who have questions regarding the syllabus should consult their instructor or the department or division chairperson.

## COMPUTER RESOURCES USE POLICY

### A. Definitions

Computer resources are any College-owned, leased, or contracted hardware, software, network, and/or telecommunications resource. Computing resources include but are not limited to E-mail, application and instructional software, network resources, local area networks (LANs), and telecommunication connectivity to external networks.

### B. Policy Statement

All employees and students of Shelton State Community College will follow the institutional guidelines herein established for the use of computer resources. All users consent to the monitoring of usage for the purposes of accounting, network maintenance, and the detection of unauthorized access. The College reserves the right to revoke access at any time with or without prior notice. Unauthorized access and any other unauthorized use may expose the individual to criminal and/or civil proceedings.

### C. Responsible Use Requirements

Guidelines for use of computer resources are established by the network supervisor and other designated administrative personnel of Shelton State Community College. Some guidelines are posted on the computers available in labs and other areas of the College accessible to students.

1. Users of the College's Internet resources are expected to comply with the College's criteria for responsible usage.
2. The use of Internet resources should be consistent with the College's mission to further the educational process by facilitating the acquisition and exchange of knowledge, by encouraging collaborative projects,

and by supporting research and instruction by administration, faculty, staff and students.

3. The use of Internet resources should conform to any regulations, policies, and procedures established in the College's Student Handbook.
4. Individuals must take all reasonable precautions to prevent unauthorized access to Internet accounts or any other unauthorized usage and are expected to report any violations of this policy and/or security problems to appropriate personnel.
5. The use of Internet resources should comply with ethical and legal standards. The following would be considered unethical or illegal:
  - a. using the Internet resources in a manner that creates a hostile environment, which may include but is not limited to harassing, threatening, stalking, libeling, or slandering other persons, or in any way that damages community relations;
  - b. using the Internet resources in a manner that violates the privacy of other users or persons;
  - c. copyright infringement;
  - d. using the Internet resources to knowingly upload, download, or view pornography; or
  - e. using the Internet resources to operate or engage in scams, pyramid schemes, or in any commercial venture.

#### D. Sanctions

Use of the College's Internet resources is a privilege, not a right. The College reserves the right to do the following:

1. alter the provisions of this policy as needed;
2. change the conditions of use of its Internet resources; and
3. terminate or change, without notice, the nature of access to these resources.

Users who violate College policy or the standards for legal and ethical usage may have the privilege of use revoked without notice. Violators may be reported to appropriate personnel. Those using these resources for illegal acts are subject to prosecution by local, state, or federal authorities.

#### E. Limitations of Liability

##### 1. Access

The Internet World Wide Web is a global network unregulated by local, state, federal, or international authority. Materials on the Internet may be controversial, offensive, disturbing, erroneous, or illegal. Because the College has no control over nor does it monitor materials on the Internet, it cannot be held responsible for such material, for controlling access to it, or for protecting patrons from offensive material. The College disclaims any warranty for the accuracy, timeliness, authoritativeness, or usefulness of such materials and shall have no liability for any direct or indirect damages resulting from the use

of Internet material. Access to, or use of, the Internet by minor children is solely the responsibility of the parent or legal guardian.

##### 2. Links to Internet Sites

The College, through its home page, provides links to helpful sites that are consistent with the mission and purpose of the College. However, because of the unregulated nature of the Internet, the College cannot monitor nor be responsible for the content or availability of the sites to which it links, nor for any subsequent links.

##### 3. Violation of Privacy

The College disclaims any liability or responsibility for the violation of privacy of any individual by user. Such responsibility shall lie solely with the user.

##### 4. Use of Copyrighted Materials

The College disclaims any liability or responsibility for copyright infringement by a user. Such responsibility shall lie solely with the user.

##### 5. Computer Viruses

Because the Internet is unregulated, viruses that are potentially harmful to the user's computer system may be downloaded from the World Wide Web. Responsibility for identifying and eliminating such viruses downloaded in data or files rests with the user. The College disclaims any responsibility for damages resulting from viruses transmitted through data or files obtained through the use of the College's electronic information systems.

Networks are a form of property controlled agreement between providers and users. Violating such an agreement may result in consequences to the user and the College. Transmitting defamatory utterances concerning a person, organization, or institution may subject the perpetrator and the College to civil liability to pay money damages.

Responsible users should avoid actions or missions that make themselves or the College criminally or civilly liable to others. Under law, a user may be required to reimburse the College for any amount of money it must pay to another because of injury caused by his or her conduct.

Responsible users should avoid actions that may inflict needless expense upon the College or others. Users should not do anything that will impair the operation of computers, terminals, peripherals, or networks. Nor should users do anything that is knowingly wasteful of computing resources, including, but not limited to, sending advertisements for commercial enterprises, sending mass mailings or chain letters, obtaining unnecessary output, maintaining unnecessarily excessive file storage creating unnecessary multiple jobs or processes, or creating unnecessary network traffic.

Responsible users should avoid actions that destroy, endanger, or divert another's work or writing. The College treats electronically stored information, including personal files, as confidential and permits examination or disclosure of their contents only when authorized by the owner of the

information or when required by local, state, or federal law. Under Alabama Code 13 A-8-102, it is a crime to transmit, change, or delete another user's files or software without permission; it is a crime to introduce destructive software, such as programs known as computer viruses, Trojan horses, or worms into any computer, computer system, or network.

Responsible users will contribute positively to a free and open atmosphere for electronic discussion. Uses of campus E-mail, the Internet, or networks for unauthorized purposes may be subject to criminal, civil, and/or institutional sanctions if used for such purposes as to make threats against person or property; to provide false information about academic or administrative policies or issues; or to send messages offensive to the receiver because of pointlessly hateful, obscene, or libelous content.

Hurtful or offensive words spoken on a network or computer system can leave a permanent record that can, depending upon content, support criminal or civil liability, damage professional reputation, or diminish one's standing in the academic or local community. E-mail files have been ruled to be discoverable in a court of law; therefore, privilege of confidentiality is not absolute and may be overridden by court order. Sexual harassment policies also apply to computer use.

## **COLLEGE SECURITY POLICY**

This policy represents the comprehensive policy for all programs at Shelton State Community College including the Fredd Campus. This policy is designed to ensure the safety of students, employees, and visitors.

### **A. Campus Security**

Shelton State Community College has a security force that assists in providing for the safety of students and employees on all of the school's campuses. Although these people are employees of Shelton State Community College, they are not State of Alabama police officers. These security officers work closely with the local police departments to assist in maintaining a safe and peaceful environment for the students and employees of Shelton State Community College. Should students or employees of Shelton State require assistance from either the police, medical, or fire department, they should contact the security officer on duty through the College switchboard operator or the Office of the Dean of Student Services, Martin Campus, 205-391-2217, who will immediately notify the appropriate authority. Should the security officer not be immediately available, the appropriate authority should then be contacted.

For instance, in the City of Tuscaloosa, should a student's vehicle be burglarized while at either Shelton State campus, the student should notify the security officer on duty, who will immediately contact the Tuscaloosa Police Department. Should there not be a College official (i.e., an instructor) available, the local authorities should

be notified.

### **B. Facility Access**

Access to the facilities at times other than scheduled is prohibited without special permission by authorized persons. The College is routinely open from 7:30 a.m. until 10:00 p.m. Monday through Thursday and Friday from 7:30 a.m. until 5:00 p.m. To contact an administrator during evening hours, call the campus operator, 205.391.2211. Limited security patrol of the facilities is provided during the hours in which the school is closed to the public. Weekend access is restricted to Special Events. All weekend activities MUST be approved by the Office of the President.

### **C. Crime Prevention**

The College administration encourages all students, faculty, and staff to practice safety and awareness at all times. Students and staff are also encouraged to report any and all incidents which may indicate potential danger. It is the policy of Shelton State Community College that any criminal act or threat of violence, injury, destruction of College or personal property, traffic accident, or other situations which may occur on either campus or auxiliary campus or site operated by Shelton State Community College must be reported immediately. A report form is available in the Office of the Dean of Student Services. Anyone witnessing criminal activities on any of the College's properties should notify security officers, the Office of the Dean of Student Services, or contact the local police authority for assistance. Special programs are scheduled periodically to inform students and staff about crime prevention.

### **D. Crime Statistics**

As required by Public Law 101-542, statistics will be made available concerning such crimes as murders, rapes, robberies, aggravated assaults, burglaries, and motor vehicle thefts occurring at any Shelton State Community College site. This information will be posted on the College Web site, [www.sheltonstate.edu](http://www.sheltonstate.edu). Direct any questions or concerns regarding Shelton State Community College's security policy to the Office of the Dean of Student Services, Martin Campus, phone 205.391.2217.

### **E. Emergencies Emergency Procedures**

If for any reason, police are needed, do not use the direct number to the police station. First call Shelton State Security:

Martin Campus, 205-391-2377  
Fredd Campus, 205-391-2611

If security cannot be reached immediately and the police are needed, Dial 911. Give the dispatcher all the details of the location where emergency assistance is needed. Report the emergency incident to an administrator as soon as possible. In addition, a written incident/accident report must be submitted to the Office

of the Dean of Student Services as soon as possible. These forms are available from the Office of the Dean of Student Services/Instruction.

In the event of a medical emergency where first aid may be required, a first-aid kit is available in the following locations:

Martin Campus	Security/Information Desk - Atrium, First Floor
Fredd Campus	Main Office

In addition to first aid materials, all laboratories and shops on each campus have proper equipment such as showers and eye wash kits to assist victims in removing hazardous chemicals in case of spill or breakage.

*In the event of serious injury or illness, or threat of bodily harm, immediately Dial 911.* Security officers and College administrative officials also should be notified as quickly as possible. Any costs of transporting students to the hospital, hospitalization, or treatment will be borne by the student.

The emergency procedures for fire, tornado, or bioterrorism threat are explained in the Standard College Policies. A copy is in Appendix C.

### Bomb Threat

Any person who receives a bomb treat should notify campus security immediately.

In the case of a bomb treat, faculty will be notified by campus security or administrative personnel. Faculty should assist in evacuating the building and alerting others to do the same. The code phase for notification in the event of a bomb threat is "gas leak." DO NOT ACTIVATE AN ALARM DURING A BOMB THREAT!

### Severe Weather Days

Rarely does the College close due to snow or other severe weather. The decision to close the College is made only by the President or designee. If classes are in session when the decision is made, each class will be notified directly. If the decision to close, or not to open, is made during the night or on the weekend, the President or designee will notify local radio and TV stations as appropriate. During snow or other severe weather, if closing is not announced in the local media, assume that the College is open and that classes will be held.

### Loss of Power

Occasionally, the College will suffer a loss of power at which time the emergency lights will activate automatically. College officials will determine the extent and duration of the power loss and decide whether to dismiss classes. Faculty should not dismiss classes until notified to do so by College officials.

### Lab Safety

Many laboratories and shops have specific safety activities that must be performed by the instructor. The Division Chair advises faculty concerning responsibilities in this area.

### Accident Reports

If an accident occurs in a classroom, shop, or laboratory, the faculty member must file an official accident report within 24 hours of the incident. Copies of the Accident Report form are available from the Office of the Dean of Instruction or Dean of Student Services. If an accident occurs on the parking lot, notify campus security.

### Security

A security guard is always on duty. To contact a security guard:

Martin Campus 205-391-2377

Use red emergency telephones

Fredd Campus 205-391-2611

### FIRE PROCEDURE

1. Continuous short horn blasts (from horn located in classrooms, halls, and throughout building) and blinking lights will be activated.
2. Fire doors will close automatically.
3. All faculty, staff, and students should proceed to the nearest exit and move away from the building once outside.
  - a. Students should take their books and personal items with them.
  - b. Students and staff who are physically impaired should report to the nearest rescue station (locations: second floor end of West wing and by the elevators in Atrium).
  - c. Classes are not dismissed and will resume when notified that the danger has passed.

### LOST AND FOUND PROCEDURE

Campus Security will handle most property lost or found on campus. Any items that are found should be turned into Security. Students should check with the Security Officer for any lost items. Items turned in are held for six months. If the rightful owner does not claim an item in that period, the item can be turned over to the finder. Since the College cannot be responsible for personal property, it is recommended that books and supplies be locked in a car when not in use. An identifying mark should be placed on all textbooks, note books, calculators, and other equipment.

### EMERGENCY TELEPHONE PROCEDURE

There are push-to-talk phones located on both the Martin and C.A. Fredd campuses. These phones are intended for Emergency calls to the Security Desk. These phones DO NOT connect to the telephone system outside the school. They are

designed for internal EMERGENCY use only. To locate the phones look for the RED emergency phone signs.

## TORNADO/WEATHER PROCEDURES

1. A continuous horn blast with lights will be activated for 30 seconds.
2. Security will use bull horns to direct everyone to safe areas.
3. All faculty, staff, and students should proceed to the first floor and seek shelter in an interior hall or office away from any windows.
4. Everyone should stay in the interior halls until the "all clear" is given by a representative of the College.
  - a. Individuals are strongly advised not to go to their cars.
  - b. Classes are not dismissed and will resume when the danger has passed.

## TRAFFIC AND PARKING PROCEDURES

All motorized vehicles parked on campus must be registered. Parking decals are issued for the academic year and will make rapid identification of vehicles possible in the event of an emergency. Shelton State Community

College decals will enable students to park on certain lots at the University of Alabama campus. Students are expected to abide by University of Alabama parking regulations when parking on that campus. A copy of these regulations may be obtained from the security officers. Parking violations are the student's responsibility.

Temporary permits are issued to students enrolled in Continuing Education classes and classes scheduled for less than a semester. Temporary permits are honored through the date validated on the permit. Students should park legally in parking spaces. Parking in a prohibited area such as a fire lane, loading zone, visitor space, or disability zone without authorization will result in a citation being issued and/or the vehicle being towed. Payment of parking tickets is done at the Business Office. If a student feels that he or she was wrongly ticketed, he or she can pick up an appeal form in the Office of the Dean of Student Services. A copy of Shelton State Community College parking regulations can be obtained from the Office of the Dean of Student Services.

## STUDENT POLICIES

### STUDENT CONDUCT CODE

The publication of this Student Conduct Code documents the standard of conduct by which students and organizations are expected to abide. Students and organizations will be aware of the College Code and knowledgeable of the fact that they will be held accountable for compliance with its provisions. By enrollment and affiliation with the College, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations.

The College is committed to maintaining an environment that contributes to its educational missions and the safety, health, and well being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College.

It is assumed that students enrolling in the College are mature and have a desire for constructive learning and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person - whether a student, visitor, faculty, or staff member - or the College itself, is strictly prohibited.

#### A. Application

The Student Conduct Code applies to individual students as well as formal and informal groups either involved in College related activities or functioning as official representative(s) of the institution.

It is applicable to the behavior of students and organizations, both on and off the College campus, which is determined to be incompatible with the educational environment and mission of the College.

#### B. Misconduct

The College expects the conduct of each student and organization to be in conformity with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and the educational mission of the College. A student or organization may be disciplined and is in violation of the Student Conduct Code for any of the following:

1. dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;
  - a. cheating - the College defines cheating as knowingly attempting to or actually acquiring or giving information fraudulently in order to influence performance on examinations and assignments.
  - b. plagiarism - all academic work, written or otherwise, submitted by a student to his or her instructor or other academic supervisor, is expected to be the result of his or her own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving his or her work, he or she is obligated to consult the instructor on the matter before submitting it.

When a student submits work purporting to be his or her own, but which in any way borrows ideas, organization, wording, or anything else from another source without appropriate acknowledgment of the fact, the student is guilty of plagiarism. Plagiarism

includes reproducing someone else's work, whether it is a published article, a chapter of a book, a paper from a friend, or some file, etc.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his or her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student and the student alone.

When a student's assignment involves research in outside sources or information, he or she must carefully acknowledge what, where, and how he or she has employed them. If he or she uses works of someone else, he or she must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these rules will apply to those ideas which are so generally and freely circulated as to be part of the public domain. (Student Code of the University of Kentucky)

2. forgery, alteration, or misuse of College documents, records, or identification;
3. issuance of worthless checks made payable to the College;
4. failure to comply with the authority of College officials acting within the capacity and performance of their positions;
5. violation of written College rules, policies, and regulations;
6. obstruction or disruption of teaching, research, administration, disciplinary procedures, other College activities, or other activities on College premises by either College or non-College persons or groups;
7. destruction, damage, or misuse of College, public, or private property (The student or organization is responsible for any damage done to College property.);
8. conduct in violation of federal or state statutes or local ordinances that threatens the health and/or safety of the College community or adversely affects the educational environment of the College;
9. conviction of any misdemeanor or felony which adversely affects the educational environment of the College;
10. obtaining College services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, labor, material, space, facilities, or services;
11. hazing, i.e., any mental or physical requirement or obligation placed upon a person by a member of any organization, or by an individual, or by a group of

individuals which could cause discomfort, pain, or injury, or which violates any legal statute or College rule, regulation, or policy.

12. lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person;
13. lewd, obscene, licentious, indecent, or inappropriate dress;
14. possession, while on College-owned or controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities;
15. possession, sale, and/or consumption of alcoholic beverages or non prescribed, controlled drugs on College property or at a student or College-sponsored function;
16. unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
17. theft, accessory to theft, and/or possession of stolen property;
18. filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this conduct code and the annual campus safety and security publication;
19. fighting, physical or verbal abuse, threats of violence, intimidation, and physical or mental harassment;
20. trespassing or unauthorized entry;
21. entering false alarms, tampering with fire extinguishers, alarms, or other equipment;
22. publishing, aiding in publishing, circulating or aiding in circulating anonymous publications or petitions;
23. disruptive devices such as tape players, radios, beepers, cell phones, or other electronic devices in the student center, hallways, lecture rooms, classrooms, library, or any other place which will interfere with the normal activity of the College;
24. violations of the Sexual Harassment Policy;
25. any form of gambling;
26. disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities.

Violations of the above will render a student subject to disciplinary action under the procedures which provide for adequate notice and a fair hearing, outlined in this handbook. Penalties for violations may include reprimand and probation, loss of privileges, suspension, expulsion, and other penalties which may be set forth in College regulations published in this handbook.

Where there has been a serious violation of College regulations and a student's continued presence will materially threaten the welfare of the College, the President's designated representative, normally the Dean of Student Services or other College official, may immediately suspend the student. The

student will be entitled to a hearing according to the regular disciplinary procedures.

## MISCONDUCT DISCIPLINARY POLICY

Any case involving violation of published policies and regulations in this bulletin will be brought to the immediate attention of the Dean of Student Services, who will discuss the case with the student, attempting to arrive at a mutually satisfactory conclusion of the matter. If a satisfactory conclusion is not reached at this point, the student may appeal the case to the Student Services Action Group.

The Student Services Action Group is authorized to hear the student appeal and may choose to modify, uphold, or reverse the written recommendations of the Office of the Dean of Student Services in this case. It is important to note that in the chronology of events, the student receives a copy of these recommendations first in his or her initial meeting with the Office of the Dean of Student Services. His or her decision to appeal will be based on disagreement with these recommendations. After appeal to the Student Services Action Group, the Office of the Dean of Student Services will ensure that the student is granted due process through the following steps:

1. written notice will be provided the student at least three (3) calendar days in advance of the hearing date. Further, the student will be given a list of witnesses and a copy of their statements or complaints, along with other evidence and affidavits which the College intends to submit against the student;
2. the student is permitted to have counsel present at the hearing to advise him or her. The student may question at the hearing any witness who gives evidence against him or her. Attorneys are present in advising capacity only. The College appeal process will not be bound by courtroom procedures;
3. the student is permitted to hear the evidence presented against him or her and will be permitted the opportunity to present his or her own case, his or her version of the incident, and any exhibits, affidavits, or witnesses on his or her behalf;
4. a full and complete record of the hearing will be made. Unless otherwise specified, a videotaped record will be used; and
5. the Student Services Action Group will provide a written decision to the student and the Dean of Student Services.

Final local responsibility for discipline is vested in the President of the College. Any disciplinary probation or suspension will be recorded on the student's permanent record.

The College seeks to guarantee that the fundamental principles of fair play are observed and to assure that no disciplinary action is taken on grounds which are not supported

by substantial evidence.

Conscious effort is made to assure that all of the College's regulations are within the scope of the lawful missions of tax-supported higher education. It is recognized that it is not a lawful mission of the College to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States. However, the President will take direct and appropriate action in any case involving the integrity of the College and the well-being of the students.

## ACADEMIC MISCONDUCT DISCIPLINARY POLICY

This policy applies only to those violations of the Shelton State Community College student conduct regulations relating to academic dishonesty.

A. Academic misconduct includes all acts of dishonesty in any academically-related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty.

The phrase "academically-related" includes all instructional facets of the College, i.e., adult basic education, developmental education, transfer education, occupational/technical education, continuing education, and training for business and industry.

Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity:

1. Cheating—using or attempting to use during any class assessment unauthorized materials, information, study aids, or computer-related information including, but not limited to, the use of a "cell phone" or other electronic communication device. The use of a cell phone or other electronic communication device by a student during a class assessment without the express authorization of the course instructor, shall constitute *prima facie* evidence of cheating.
2. Plagiarism—representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion, as one's own.
3. Misrepresentation—falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.

B. Penalties for academic misconduct can range from a reprimand to expulsion from the College.

C. A course instructor (or any other person(s) who has reasonable cause to believe a student has engaged in an act of academic misconduct will report the matter to the Dean of Instructional Services. The instructor (or other person(s) will take no other action in the matter until a decision has been reached by the Dean of Instructional Services.

D. The Dean of Instructional Services will discuss the circumstances involved with the course instructor (and/or other appropriate persons) and review any pertinent materials in order to determine if a reasonable basis exists for believing that academic misconduct may have occurred. (If the case involves misrepresentation, as defined above, the Dean of Instructional Services may refer the matter to the Dean of Student Services).

E. If the Dean of Instructional Services concludes that there is a reasonable basis for believing an act of academic misconduct may have been committed, the Dean of Instructional Services will arrange a conference with the student. This conference will take place within fourteen working days (or as soon thereafter as may be practical) of the Dean of Instructional Services being notified of the possible academic misconduct.

F. Prior to convening this conference, the Dean of Instructional Services will:

1. provide the student with a copy of the Academic Misconduct Policy; and
2. provide the student with notice in writing that an issue of possible academic misconduct involving the student exists, such notice to contain a description of the academic misconduct which the student has been alleged to have committed; and
3. call the attention of the student to the following provisions of the Academic Misconduct Policy:  
At an academic misconduct conference or hearing,
  - a. the student is not required to make any statement at all regarding the matter under investigation.
  - b. the student may make a voluntary statement if the student chooses to do so.
  - c. the student has a right to present any evidence, supporting witnesses, and other information.
  - d. the student has a right to be advised by anyone of the student's choice. If the student is to be advised by legal counsel at the conference, however, the student must notify the Dean of Instructional Services of that fact at least five working days in advance of the conference or hearing so that College legal counsel may also be present at the conference or hearing.

G. At the conference, the Dean of Instructional Services may act alone or in conjunction with a standing committee or an ad hoc committee appointed by the Dean of Instructional Services, but the Dean of Instructional Services will make the decision.

H. At the conclusion of the conference, one of three steps will be taken by the Dean of Instructional Services:

1. the matter will be immediately dismissed if in the judgment of the Dean of Instructional Services the evidence presented is not convincing proof that the student engaged in an act of academic misconduct.

The student will be informed in writing that the matter has been dismissed and that no further action will be taken. There is no appeal of a decision of immediate dismissal by the Dean of Instructional Services; or

2. if the student makes a voluntary written admission that the student committed the alleged academic misconduct, a penalty will be imposed by the Dean of Instructional Services. In case of a voluntary written admission of academic misconduct, the Dean of Instructional Services will be able to impose the full range of penalties as described in section B above. The student will be given written notice of the penalty to be imposed within three working days after the conclusion of the conference; or
3. if the matter is not dismissed and the student does not make a written admission of academic misconduct, the Dean of Instructional Services will, within ten working days, decide if the student is guilty of academic misconduct, and if so, determine what penalty for academic misconduct will be imposed, and will notify the student by certified mail of the decision and the penalty to be imposed. The Dean of Instructional Services will have the right to impose the full range of penalties as described in section B above.

In cases both of voluntary admission of academic misconduct and of the Dean of Instructional Services' decision that academic misconduct has occurred, the Dean of Instructional Services will seek the advice of the course instructor (if a course instructor is involved) prior to assigning a penalty. The Dean of Instructional Services, however, is not obligated to follow the instructor's recommendation.

- I. The student also will be notified—in the same certified mail—that the student has fifteen (15) working days from the date of the mailing of the Dean of Instructional Services' decision to appeal that decision. No penalty will be imposed until:
  1. there is a failure to file a timely appeal, or
  2. a decision on the appeal has been reached.
- J. The Dean of Instructional Services' decision may be appealed to the Office of the President. This appeal must be in writing and addressed to the President.
- K. The appeal must be based on substantive grounds such as gross procedural errors, new evidence, or inconsistencies in the penalty assigned.
- L. When the appeal is received in the Office of the President, the President (or a designated hearing officer) will hold a conference with the student and other concerned parties to discuss the reasons for the appeal. The President has the right to deny the appeal and, if the President denies the appeal, the appeal process will end. The President will notify the student in writing that the appeal has been

denied and will give the student an explanation for that action.

M. If the President decides that the appeal is to be heard, the President (or the designated hearing officer) will convene a panel for that purpose. This panel will hear the appeal within thirty working days of the receipt of the appeal in the Office of the President. The panel will consist of a person designated by the President, a person designated by the Office of the Dean of Student Services, and a member of the faculty designated by the Curriculum Action Group. The faculty member must come from the instructional division in which the academic misconduct occurred. The Dean of Instructional Services shall not be a member of this appeal panel. If the academic misconduct is such that it is handled by the Office of the Dean of Student Services as described in Section D above, the Office of the Dean of Student Services will not appoint a member of the appeal panel, and the President will instead ask the Dean of Instructional Services to make said appointment.

N. The hearing by the appeal panel is an administrative hearing and the proceedings will be informal rather than those used in courts of law. The panel may hear such evidence and witnesses as it deems appropriate. The rights of the student before the appeal panel are the same as those as in the conference with the Dean of Instructional Services, including the right to be advised by whomever the student wishes.

O. The findings of the appeal panel will be reported to, and reviewed by, the President of the College. The purpose of the review by the President is to ensure that proper policy and procedure have been followed. The President may order further proceedings in the case. The decision of the President in the matter, after reviewing the findings of the appeal panel, will be final and will conclude the process insofar as the College is concerned.

P. The President will give written notice of the final decision in the case to the student and to the appropriate members of the staff of the College.

## **INTELLECTUAL PROPERTY AND INTELLECTUAL PROPERTY RIGHTS**

Intellectual property is any work of authorship, invention, discovery, or other original creation that may be protected by copyright, patent, trademark, or other category of law. Intellectual Property Rights means all the protections afforded the owner or owners of an original work under law, including all rights associated with patent, copyright, and trademark registration.

An original work created by a student to meet course requirements using College resources for which the student has paid tuition and fees to access or using resources available to the public, is the intellectual property of the student. Intellectual property rights in such student work belong to the

student who created the work.

Intellectual property created by a student employee during the course and scope of employment belongs to the College and intellectual property rights to such creation belong to the College unless an agreement or contract provides otherwise.

Revenue derived from intellectual property created by a student shall belong to the student unless the work is created by a student employee during the course and scope of employment, in which case the revenue shall belong to the College and shall be used according to the policies and procedures of the institution.

## **DRUG AND ALCOHOL ABUSE PREVENTION POLICY**

### **SUBSTANCE ABUSE PREVENTION**

Shelton State Community College complies with the regulations and initiatives as prescribed by federal regulations in the Anti-Drug Abuse Act of 1988. The College is strongly committed to providing a drug-free learning and working environment. Drug awareness information is included in the Orientation 100 course required for all freshmen.

In Section 5301 of the aforementioned Public Law, institutions are required to inform students that should they be convicted of drug distribution or possession, the court may suspend their eligibility for Title IV financial assistance. If convicted three or more times for drug distribution, students may become permanently ineligible to receive Title IV financial assistance.

## **TOBACCO-FREE CAMPUS POLICY**

Shelton State Community College is a tobacco-free work environment. Use of tobacco in any form is not permitted at any time by any faculty member, staff, student, vendor, or visitor inside any building on a Shelton State Campus. Smoking is permitted outside of buildings in designated non-hazardous areas away from building doors and windows.

## **FREEDOM OF EXPRESSION**

The College respects the right to freedom of expression for individuals or groups within the College community. The College, however, does have an obligation to protect its facilities. For this reason it is the general policy of Shelton State Community College that no person, company, or other organization will distribute literature, post signs, sell merchandise, or promote religious, commercial, or political activities on the campus of this institution without first obtaining permission from the Office of the Dean of Student Services.

### **A. Circulating Petitions**

Individuals interested in soliciting names for political, religious, commercial or other issue-oriented petitions

must complete a petition request form and receive approval from the Office of the Dean of Student Services. Petition efforts will be restricted to a designated area and limited to one day with a renewal option on a one day basis. Contact the Office of the Dean of Student Services for more information.

#### **B. Commercial, Political, Promotional, and Religious Activities**

College facilities and off-campus sites for College activities may be used for commercial solicitation, advertising, political, promotional, and religious activities only when such activities are sponsored and requested by a College employee or an officially recognized student organization. These activities may not interfere with or operate to the detriment of the conduct of College affairs.

All political organizations or persons representing such will be provided space in a designated area. Political activity will be restricted to one day with a renewal option on a one-day basis through the Office of the Dean of Student Services.

#### **C. Distribution of Literature**

Distribution of literature is limited to a specific area. A copy of literature to be distributed must be filed with the Office of the Dean of Student Services at least two days prior to distribution. All literature must bear the name of the sponsoring organization and/or person. Anonymous literature may not be distributed on campus. Distribution of literature will be limited to one day and may be renewed on a one-day basis by an official of the Office of the Dean of Student Services.

#### **D. Guest Speakers**

For the purposes of this handbook, guest speakers are persons invited to Shelton State Community College by a registered student organization or for the purpose of addressing a College audience. The President of the College has the authority to cancel any speaking engagement when the appearance is deemed to constitute a clear and present danger to the orderly operation of the institution. The College has set up the following procedure for guest speakers:

Registered student organizations must obtain the approval in writing of the club advisor and the Office of the Dean of Student Services when sponsoring a guest speaker. The organization must obtain and submit the required approval form to the Office of the Dean of Student Services before submitting an invitation to the speaker. Responsibility for the selection of appropriate speakers rests with the student organization. When questions of appropriateness are involved, the club advisor and the student organization should confer with the Office of the

Dean of Student Services.

No publicity concerning speakers may be released before approval of a guest speaker has been given by the Office of the Dean of Student Services the event has been scheduled on the College calendar. Room arrangements for meetings with speakers must be made in the Office of the Associate Dean of Academic Services. In keeping with the traditions of the community college, guest speakers should, if at all possible, allow a reasonable opportunity to receive and answer questions from the audience.

The speaker alone is responsible for the views presented in his or her address. Invitation to speakers to speak on campus does not necessarily imply the approval of the expressed views by the sponsoring group, the College, or any official of the College.

#### **E. News Releases and Off-Campus Publicity**

News releases and off-campus publicity regarding upcoming events on campus must be submitted to the Director of Marketing and Communications at least two weeks prior to the date of the event.

#### **F. Poster Registration**

Bulletins and posters should be displayed only on designated bulletin boards. No bulletins or posters will be placed on doors, glass, ceil-tex, painted surfaces, etc. Under no circumstances may materials be distributed on windshields of vehicles.

All posters that relate to students must be approved with the Office of the Dean of Student Services. All posters that are to be displayed must bear a stamp indicating approval. Unregistered posters, signs, announcements, etc., are subject to removal. The recommended poster size is 14" X 22"; however, larger posters will be allowed if permission is granted. Appearance of all posters, signs, etc. will be expected to exemplify the members' interest in an organization and the function which they are advertising. Lettering will be expected to be clear and uniform, permitting easy readability. The College reserves the right to refuse to register any poster, sign, etc. which is deemed inappropriate for public display. Event posters should be displayed for a period not to exceed seven days before the event which they publicize. All posters should be removed by 1:00 p.m. the afternoon following the advertised event. In case of weekend functions, all posters should be removed by 1:00 p.m. the following Monday. Non-event posters also have a seven-day limit.

#### **G. Use of College Equipment or Facilities**

Individuals are prohibited from unauthorized use of the College's equipment or facilities. Equipment may include, but is not limited to, copiers, duplicating equipment, or public address systems. Authorization for such use must

be secured through the Office of the Dean of Student Services.

## GRADE APPEAL PROCEDURE

Refer to the Grade Appeal Procedure within the Academic Information section of this catalog.

## COMPLAINT AND STUDENT GRIEVANCE PROCEDURES

SSCC promotes the open exchange of ideas among all members of the SSCC community, including students, faculty, staff, and administration. An environment conducive to the open exchange of ideas is essential to intellectual growth and positive change. However, SSCC recognizes that, at times, people may have differences which they are unable or unwilling to resolve themselves. The procedures described below shall be available to a SSCC student only after the student has made every reasonable attempt to resolve his/her problem with the appropriate College official or representative. In the case of a student who has made a good faith effort to resolve a problem and who has been unable to resolve the matter informally, SSCC offers the following grievance procedure as the appropriate course of action for settling disputes and resolving problems. The name and institutional address and phone number of any College officials referred to herein may be obtained from the Office of the Dean of Student Services.

This grievance procedure is not intended to be used by a student with a complaint about a strictly academic matter such as grades, work assignments, quality of instruction, fairness of examinations, etc. Any student of SSCC who wishes to make a complaint about a strictly academic matter shall do so by virtue of the SSCC grade appeal procedure. A complaint by a student relating to a disability shall be reported to the College ADA Coordinator. Other types of complaints shall be reported to the Dean of Students. If the complaint is about a specific occurrence, the complaint must be made within ten business days after the occurrence or after the student becomes aware of the occurrence.

A student with a complaint shall begin his/her attempt to resolve the situation by bringing it to the attention of the appropriate College official or representative as stated above. If, after a discussion between the student and the respective College official or representative, it is determined that the complaint is valid and can be resolved immediately, the College official or representative will take appropriate action to resolve the complaint. If the matter at issue involves an allegation of physical abuse or racial, sexual, or other discrimination or harassment, or if the complaint relates to a disability, or if the complaint relates to a matter involving theft or any other act of dishonesty, the respective College official shall submit a written report within ten working days of the filing of the complaint to the College Grievance Officer describing both the complaint and how it was resolved, or how it will be resolved through a

"plan of resolution."

### Grievance Process

If a student's complaint cannot be resolved in the manner described above, such an unresolved complaint shall be termed a "grievance." A student who submits a complaint to the appropriate College official or representative in the manner described above and who is not informed of a satisfactory resolution or plan of resolution of the complaint within ten business days after the complaint's submission shall have the right to file, within the following ten business days, with the College Grievance Officer a written statement detailing the grievance. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include the following information:

1. Date the original complaint was reported;
2. Name of person to whom the original complaint was reported;
3. Facts of the complaint; and,
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement shall also contain any other information relevant to the grievance that the Grievant wants to be considered by the Grievance Officer. If the grievance involves a claim of discrimination based on sex, race, national origin, religion, age, handicap, or disability, the complaining party should state with particularity the nature of the discrimination and reference any statute, regulation, or policy that the Grievant believes to have been violated. The Grievant shall file any grievance involving alleged discrimination within forty-five calendar days of the occurrence of the alleged discriminatory act or the date

on which the Grievant became aware that the alleged discriminatory act took place. This deadline shall be in addition to all other applicable reporting deadlines.

The College shall have thirty (30) calendar days from the date of receipt by the College Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings.

### Investigation Procedure

The Grievance Officer, either personally or with the assistance of such other person(s) as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research each applicable statute, regulation, and/or policy, if any. The College Grievance Officer shall determine, after completion of the investigation, whether or not there is substantial evidence to support the grievance. The factual findings in the investigation and the conclusion of the grievance officer shall be stated in the written report which

shall be submitted to the Grievant and to the party or parties against whom the complaint was made (the "Respondent or Respondents") and shall be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties shall have the opportunity to file written objections to any of the factual findings, and, if there is a hearing, to make their objections part of the hearing records. Publications or verified photocopies containing relevant statutes, regulations, and policies shall also be prepared by the Grievance Officer for the grievance record.

If the Grievance Officer finds the grievance is supported by substantial evidence, he or she shall make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant of the Grievance Officer's report, the Grievant and Respondent(s) shall have three business days to notify the Grievance Officer whether or not the Grievant or Respondent(s) demand(s) a hearing on the grievance. The failure by the Grievant or Respondent(s), respectively, to request a hearing by the end of the third business day shall constitute a waiver of the opportunity for a hearing. However, the College Grievance Officer may, nevertheless, at his or her discretion, schedule a hearing on the grievance if to do so would appear to be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be filed with the President, with a copy to be provided to the Grievant and each Respondent.

### Hearing Procedure

In the event that the College Grievance Officer schedules a hearing, the President shall designate a qualified, three-person committee to conduct the grievance hearing. The hearing committee members will generally be employees of SSCC. However, the President shall have the discretion to select persons other than SSCC employees to serve as committee members. The committee shall notify the Grievant and each Respondent of the time, place, and subject matter of the hearing at least seventy-two hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and the Respondent(s) shall be read the grievance statement. After the grievance is read into the record, the Grievant shall have the opportunity to present such oral testimony and offer such other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such oral testimony and offer such other evidence as he/she deems appropriate to the Respondent's defense against the charges. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the College.

Any party to a grievance hearing shall have the right to

retain, at the respective party's own cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, shall act in an advisory role only, and shall not be allowed to address the hearing body or question any witness. In the event that the College or its administration at large is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative.

The hearing shall be recorded by either a court reporter or on audio or videotape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

### Rules of Evidence

The hearing committee shall make the participants aware that the rules relating to the admissibility of evidence for the hearing will be similar to, but less stringent than, those which apply to civil trials in the courts of Alabama.

Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excluded. However, hearsay evidence and unauthenticated documentary evidence may be admitted if the hearing chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a responsible prudent person in conducting his/her affairs.

In the event of an objection by any party to any testimony or other evidence offered at the hearing, the hearing committee chairperson shall have the authority to rule on the admissibility of the evidence, and this ruling shall be final and binding on the parties.

### Report of Findings and Conclusions

Within five working days following the hearing, there shall be a written report given to the College Grievance Officer (with a copy to the President, the Grievant, and each Respondent) of the findings of the Chairperson of the Hearing Committee, and the report shall contain at least the following:

1. Date and place of the hearing;
2. The name of each member of the Hearing Committee;
3. A list of all witnesses for all parties to the grievance;
4. Findings of facts relevant to the grievance;
5. Conclusions of law, regulations, or policy relevant to the grievance; and
6. Recommendation(s) arising from the grievance and the hearing thereon.

### Resolution of Grievance

In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the College Grievance Officer shall

notify the Grievant of any appeal that may be available to the Grievant. In the event of a finding that the grievance was supported, in whole or in part, by the evidence presented, the College Grievance Officer shall meet with the Grievant, the Respondent(s), and the appropriate College representative(s) and attempt to bring about a reasonable agreed-upon resolution of the grievance. If there is not a mutual resolution within a reasonable amount of time, the President shall impose a resolution of the grievance which shall be final and binding, except where the decision may be subject to an appeal to the Chancellor as discussed below.

### **Available Appeal**

If the grievance does not involve a claim of illegal discrimination or a claim relating to a disability, the findings of the Hearing Committee shall be final and shall be non-appealable. If the grievance involves a claim of illegal discrimination or a claim relating to a disability, the Grievant and each Respondent shall have the right to appeal the decision of the Hearing Committee to the President of SSCC, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the College Grievance Officer and the President within fifteen calendar days following the party's receipt of the hearing report; and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s), of the hearing committee.

If the appeal is not filed by the close of business on the fifteenth day following the party's receipt of the report, the party's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President.

### **President's Review**

If an appeal is accepted by the President, the President shall have thirty calendar days from receipt of the notice of appeal to review and investigate the allegations contained in the grievance, review the hearing record, to hold an appellant hearing (if deemed appropriate by the President), and to produce a report of the President's findings of fact and conclusions of law. The President shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part or reverse in part the findings, conclusions, and recommendations of the Hearing Committee. The President's report shall be served to the Hearing Committee members, Grievant, and the Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

### **Appeal to the Chancellor**

Except in cases involving a claim alleging a violation of Title IX of the Civil Rights Act of 1964, as amended, the President's findings and conclusions will not be appealable. However,

pursuant to applicable State Board of Education policy, a Grievant who is alleging a claim of illegal discrimination based on a violation of Title IX may file an appeal to the Chancellor of the Alabama Department of Postsecondary Education for a review of the President's decision and the findings arising from the College grievance hearing. A Grievant who has grounds for appealing the findings of the President by the Chancellor may do so by:

1. Filing a notice of appeal, using Grievance Form C, to the Chancellor and the President of SSCC, within fifteen calendar days following the Grievant's receipt of the report of the President's findings; and
2. Specifying in the notice of appeal clear and specific objections(s) to the finding(s), conclusion(s), or recommendation(s), affirmed by the President.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth day following the Grievant's receipt of the President's report, the Grievant's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the President's report, it shall be denied by the Chancellor.

### **Review by the Chancellor**

If an appeal is accepted by the Chancellor, the Chancellor shall have thirty (30) calendar days from his/her receipt of the Grievant's notice of appeal to investigate and review the allegations contained in the agreement, to review the report of the President and the Hearing Committee, to hold an appellant hearing (if he/she deems such appropriate), and to issue a report of his/her findings of fact and conclusions of law. The Chancellor shall have the authority to (1) affirm, (2) reverse, or, (3) affirm in part or reverse in part the findings, conclusions, and recommendations of the President and/or Hearing Committee. The report of the Chancellor shall be served to the Grievant and the Respondent(s) by personal service or certified mail, return receipt requested, to the respective home addresses of the parties. The report of the Chancellor shall not be further appealable except as allowed by the policies of the State Board of Education. However, the Grievant shall not be precluded from filing a grievance with an appropriate court or administrative agency.

### **General Rule on Filing Deadlines**

If the last date for filing a document under this procedure falls on a Saturday, Sunday, or legal holiday, the date of the first business day following the respective Saturday, Sunday, or legal holiday shall be considered the deadline date.

### **Reference**

Title VI of the Civil Rights Act of 1964, "No person in the United States will on the grounds of race, color, or national origin, be excluded from participation in, by denied the benefits of, or be subjected to discrimination under any

program or activity receiving federal financial assistance."

Title IX of the Educational Amendments of 1972, "No person in the United States will on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Section 504 of the Rehabilitation Act of 1973 as amended in 1974, "No otherwise qualified disabled individual in the United States, as defined in Section 706 (6) of this title, will, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Americans with Disabilities Act of 1990, "No covered entity will discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment." "No qualified individual with a disability will, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or a local government." "No individual will be discriminated against on the basis of disability in the full and equal enjoyment of goods, services, facilities, privileges, advantages, and accommodations of any place of public accommodation." "Will ensure that interstate and intrastate telecommunications relay services are available to hearing-impaired and speech-impaired individuals in the United States."

## HARASSMENT POLICY

Shelton State Community College complies with the Alabama State Board Policy as stated here.

The State Board of Education is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non employee on any institution's property and while engaged in any institutionally sponsored activities.

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the College community are respected, that harassment of students and employees is unacceptable conduct and will not be tolerated at any of the institutions that comprise The Alabama College System.

A nondiscriminatory environment is essential to the

mission of The Alabama College System. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee. It is essential that institutions maintain an environment that affords equal protection against discrimination, including sexual harassment. The institutions of the Alabama College System will take all the necessary steps to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy will be disciplined as appropriate to the severity of the offense.

Employees and students of The Alabama College System will strive to promote a college environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff will adhere to the highest ethical standards to ensure professionally functioning institutions and to guarantee equal educational opportunities for all students. For these purposes, the term "harassment" includes, but is not necessarily limited to: Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability.

Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Harassment of employees or students by non employees is a violation of this policy. Any employee or student who becomes aware of any such harassment will report the incident(s) to the appropriate College official.

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex, and occurs when such behavior constitutes unwelcome sexual advance, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
2. submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Any incident of sexual harassment will be reported to the grievance officer as promptly as possible after the harassment occurs.

The employees of the institutions within the Alabama College System determine the ethical and moral tone for these institutions through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between college personnel of different ranks which involve partiality, preferential treatment, or the improper use of position will be avoided. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor and any student for whom he or she has responsibility, between any supervisor and an employee, or between a college employee and a student where preferential treatment results. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel will be aware that any amorous relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who will be held accountable for unprofessional behavior.

This policy encourages faculty, students, and employees who believe that they have been the victims of sexual harassment to contact the grievance officer or other appropriate official at the institution where the alleged incident occurred. Any reprisals will be reported immediately to the grievance officer or other appropriate official.

This policy will be distributed, communicated, and implemented in a manner which provides all interested parties the opportunity to be informed of this policy. A system-wide educational program will be utilized to assist all members of the college community to understand, prevent, and combat harassment. The Chancellor will issue guidelines to ensure the adherence to, implementation of, and enforcement of this policy.

#### A. Definition of Sexual Harassment

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual

advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

1. physical assault;
2. direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition or privilege of employment or a student's academic status;
3. direct propositions of a sexual nature;
4. subtle pressure for sexual activity;
5. repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (I) comments of a sexual nature; or (ii) sexually explicit statements, questions, jokes, or anecdotes;
6. repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following: (I) touching, patting, pinching, hugging, or brushing against another's body; (ii) commentary of a sexual nature about an individual's body or clothing; or (iii) remarks about sexual activity or speculations about previous sexual experience(s);
7. intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
8. displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or education environment, and serve no educational purpose related to the subject matter being addressed.

#### B. Reporting Acts of Sexual Harassment

Any Shelton State Community College student or employee who believes that he or she is being or has been sexually harassed should make the situation known to the appropriate administrative official.

1. Employees should report problems of sexual harassment to the Office of Human Resources, 205-391-2272.

2. Students with complaints of sexual harassment against another student, a faculty member, staff member or administrator should contact personnel in the Office of the Dean of Student Services, Martin Campus, 205-391-2217. Personnel in the Office of the Dean of Student Services will then coordinate efforts of pursuing the circumstance with the President.
3. Any College employee or student who experiences sexual harassment from a person who is not a student or employee should contact the College Security Office and the Office of the Dean of Student Services. Shelton State Community College is committed to providing a positive, discrimination-free educational and working environment.

## OFF-CAMPUS TRIPS POLICY

Off-campus trips which involve students, faculty, and/or staff must be approved by the appropriate Dean. Official Travel Request Forms for such trips must be filed with the Office of the Dean of Student Services at least one month prior to the scheduled trip.

Off-campus trips are to be made in the company of appropriate and approved chaperones. Students and parents or guardians must sign release forms in order for students to participate in such trips. Signed student release forms must be filed with the Office of the Dean of Student Services prior to the travel.

## SOCIAL FUNCTIONS POLICY

A social function is defined as any dance, party, activity, or entertainment sponsored by an approved student group. Proposed student activities must be approved by the Office of the Dean of Student Services. The student is responsible for the conduct of his/her guest or visitor to the campus or to any College-sponsored activity. Guests and visitors are expected to abide by the regulations of this institution.

## VISITORS TO CAMPUS POLICY

Visitors should be able to demonstrate a valid purpose for being on campus. They are expected to abide by the regulations of the institution. Shelton students are held responsible for their guests' conduct. **CHILDREN ARE NOT ALLOWED IN CLASSROOMS, LABORATORIES, OR SHOPS AT ANYTIME. CHILDREN ON CAMPUS FOR A VALID PURPOSE SHOULD BE UNDER THE SUPERVISION OF A PARENT OR APPROPRIATE OFFICIAL.**

## STUDENT RECORDS POLICY

For Shelton State Community College to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. Shelton State Community College

accords all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student will thereafter only be required of and accorded to the student. Responsibility for protection of the privacy of the student educational records rests primarily with the Registrar of the College. FERPA defines educational records to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution. There are six exceptions to this definition of educational records as published in the **GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED**, Revised Edition 2001, a publication of the American Association of Collegiate Registrars and Admissions Officers.

### A. Students' Access to Their Educational Records

All students have the right to review their educational records with the following exceptions as outlined by FERPA:

1. financial aid information
2. confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected
3. confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and to which they relate that to the students' admission, application for employment or job placement, or receipt of honors
4. education records containing information about more than one student; however, in such cases the institution must permit access to that part of the record that pertains only to the inquiring student to review records, students and former students may go to the Office of Admissions and Records, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a "Request to Review Education Records" form in the Office of Admissions and Records. Because of various circumstances, the College may delay to a maximum of 45 days release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

**B. Challenge of the Contents of Education Records**

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be in writing and must be submitted to the appropriate instructional officer who is responsible for the division in which the student is enrolled. The officer must decide within a reasonable period whether corrective action will be taken, and the officer must provide written notification to the student and the Registrar of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Student Services who will inform them of their right to a formal hearing. Students must make their request for a formal hearing in writing to the Office of the Dean of Student Services. The following procedures will apply:

1. The Office of the Dean of Student Services will appoint the hearing panel that will adjudicate such challenges.
2. Within a reasonable period of time after receiving the written request for a hearing, the chairperson of the Committee must inform students of the date, place, and time of the hearing reasonably in advance of the hearing.
3. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at their expense.
4. Decisions made by the Committee must be in writing, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decisions should be delivered in writing to the student, the Office of the Dean of Student Services, and the Registrar.
  - a. The Records Office will correct or amend the education record in accordance with the decision of the hearing if the decision is in favor of the student and inform the student in writing of the amendment.
  - b. Should Shelton State Community College decide not to amend the record in accordance with the student's request, the Registrar must inform the student that:
    - (1) the student has the opportunity to place with the education record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing.
    - (2) the statement placed in the education record by the student will be maintained as part of the record for as long as the record is held by Shelton State Community College.

- (3) this record, when disclosed to an authorized party, must include the statement held by the student.

**C. Disclosure of Education Record Information**

Shelton State Community College will obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must: (a) specify the records to be released (b) state the purpose of the disclosure, (c) identify the party or class of parties to whom disclosure may be made, and (d) be signed and dated by the student. FERPA states that certain information from student records may be classified as directory information:

Name

Address

Telephone listing

E-mail address

Participation in officially recognized activities and sports

Major field of study

Weight and height if a member of an athletic team

Dates of attendance and current status (full or part-time)

Degrees and awards received

The information will be released to inquiring individuals or agencies unless the student signs a "Do Not Release Directory Information" form in the Office of Admissions and Records during the first two weeks of the semester. THIS FORM MUST BE RESUBMITTED ANNUALLY.

FERPA established rules stating that some personnel and agencies may have access to students' "educational records" without written consent of the student. Shelton State Community College will disclose information from a student's education record only with the written consent of the student except:

1. To school officials within the institution who have been determined by the College to have a legitimate educational interest in the records. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by the Registrar about an individual's "need to know" or legitimate educational interest in having access to specific information, the issue will be decided by the President of Shelton State Community College.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce

the terms and conditions of that aid.

4. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. To organizations conducting certain studies for or on behalf of Shelton State Community College.
6. To accrediting organizations to carry out their accrediting functions.
7. To appropriate parties in a health or safety emergency subject to a determination by the President or Dean.
8. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Office of Admissions and Records makes a reasonable attempt to notify the student in advance of compliance. NOTE: Shelton State Community College is not required to notify a student if a federal grand jury subpoena or any other subpoena issued for some law enforcement purpose orders the College not to disclose the existence or contents of the subpoena.
9. To an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Shelton State Community College will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the student.

Shelton State Community College will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The eligible student may review the record.

#### **D. Annual Notification of FERPA Rights**

Shelton State Community College will give annual notice to current students of their rights under the Act by publishing information in the College catalog.

#### **E. Facsimile Records (FAX)**

Shelton State Community College honors FAX requests to send official transcripts to third parties, and Shelton State will accept FAX transcripts for advising purposes only. An official transcript is required for admission purposes.

#### **F. Computer Access to Records**

Shelton State Community College has established policies for initially instructing and periodically reminding school officials of FERPA's confidentiality requirement before it gives them access to the computer system. The school officials are informed of the criteria Shelton State Community College uses to determine legitimate educational interest and of their responsibility for assuring

that access is not abused.

#### **G. Students' Rights after Ceasing Attendance or Graduation**

Students who have ceased attendance or have graduated from Shelton State Community College have basically the same FERPA rights as students currently attending, including the right to (a) inspect their education records, (b) have a hearing to amend an education record, and (c) have their education record privacy protected by Shelton State Community College. Former students do not have the right to request of Shelton State nondisclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

#### **H. Privacy Rights of Deceased Students**

For 25 years following the death of a student, the release of education record information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate.

#### **I. Student Mailing Lists/Solomon Amendment**

Shelton State Community College, as required by Federal law (Solomon Amendment), releases the name, address, major, and telephone number of all currently enrolled students to each branch of the military upon request. Otherwise, the College does not release mailing lists of students to outside agencies.

#### **J. Types, Locations, and Custodians of Education Records**

The following is a list of records that Shelton State Community College maintains, their locations, and their custodians.

Type of Record	Location	Custodian
Admission Records	Office of Admissions and Records Martin Campus Atrium 1st Floor	Registrar
Cumulative Academic Records	Office of Admissions Atrium 1st Floor Martin Campus	Registrar
Financial Records	Business Office Martin Campus Atrium 1st Floor	Dean of Business Services
Disciplinary Records	Office of the Dean of Student Services Martin Campus Atrium 3rd Floor	Dean of Student Services

Occasional records (student education records not included in the types above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.) will be collected by the appropriate College official. This official can direct a student to their location, or otherwise make them available for inspection and review.

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